

ORGANIZATION:	City of Sherwood	DATE: 2012
LOCATION:	Sherwood, Oregon	
DEPARTMENT:	Administration	
FLSA STATUS:	Exempt	
JOB TITLE:	Assistant City Manager – Pay Group I	

PURPOSE OF POSITION:

To manage all activities related to and assigned by the City Manager. Apply advanced management principals with critical impact on the City and citizens; using strategic thinking having a long term citywide application and impact.

ESSENTIAL JOB FUNCTIONS:

Under the direction of the City Manager, implements the strategic objectives established by the City Council.

Directs and manages staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring that staff is trained; ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment; and, making hiring, termination and disciplinary recommendations to the City Manager.

Plans, directs and evaluates departmental policies, procedures, activities/operations, broad long range strategies and goals; maintains, updates and ensures compliance of procedures.

Directs and participates in the preparation of their departmental budgets, financial reports, and operational and/or capital improvement budgets; monitors revenues and expenditures.

Recommends and establishes policies, procedures, work rules and performance standards to assure efficient and effective administrative support to the City Manager in compliance with City standards and federal, state and local laws.

Responsible for maintaining cooperative working relationships with all City staff, other organizations and the general public.

Responds to requests for information from the City Manager, City Council, boards, commissions and other outside agencies including identifying information needed and report format.

Facilitates and/or participates in meetings, proceedings, and committees; represents the City at meetings and conferences; serves as a liaison for City departments; external organizations; and the general public.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service internally and externally.

Provides assistance to the City Manager, Mayor and City Council on a wide variety of issues including outlining speeches, writing or editing agenda items and Council memorandums. Conducts a variety of special projects to investigate or resolve problems and issues.

Coordinate meetings and schedules, compose and create documentation for City-wide release. Prepare information packets. Coordinate on budget; attend all Budget Committee meetings.

Negotiate contracts, franchise agreements, and intergovernmental agreements as assigned. Manage franchise agreements. Manage all City Properties including all lease negotiations, building maintenance and property information.

Follow all safety rules and procedures for work areas. Maintain work areas in a clean and orderly manner.

May perform other duties as assigned.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge and experience relative to City government operations and applicable county, state or federal laws. Bachelor's Degree in a related field; and 7-10 years of increasingly responsible experience in a field related to area of assignment; and 5 or more years of management experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

DESIRABLE REQUIREMENTS: Previous Executive Management experience in a municipal government.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Attendance at meetings requires working after normal business hours.

SUPERVISORY RESPONSIBILITIES:

May provide training and orientation to volunteers, temporary contracted staff, students and newly assigned personnel on site policies and practices. My oversee staff while acting in interim City Manager capacity.

SUPERVISION RECEIVED:

Works under the direction of the City Manager.