ASHEVILLE, NORTH CAROLINA

Classification Specification

Assistant City Manager
Job Code: 1005
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to provide executive level consultation and assistance to the City Manager in planning and executing strategic vision and goals for the City, to direct and oversee activities, operations, and staff of assigned departments, and to manage other projects and activities with City-wide impact as assigned.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and recommends salary increases; acts as a liaison between employees and City Manager and City Council; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical

expertise; and provides progress and activity reports to City Manager, Mayor, City Council, or others, as requested.

Provides specialized, executive-level support in developing and executing plans to achieve organizational objectives: participates in developing and monitoring strategic plans for the City; organizes and coordinates planning efforts and planning sessions; evaluates performance and effectiveness of current services, programs, and systems in relation to growing needs of the City; assists with establishing and makes recommendations regarding goals, objectives, and strategies; identifies and implements needed changes, modifications, and/or enhancements; monitors outcomes; and evaluates effectiveness of changes, modifications, and/or enhancements.

Directs the work of assigned department and/or division heads who supervise subordinate managers and staff: provides guidance and direction regarding City operations, methods, processes, policies, and procedures; directs, coordinates, and oversees department and/or division activities; and ensures activities comply with established goals, policies, and standards.

Plans, organizes, and manages special projects for the City Manager: identifies and presents ideas for special projects that facilitate established goals and objectives; determines scope of and executes multiple projects; works with appropriate City management and staff, outside agencies, the public and others to complete projects; and identifies resources necessary to fund projects.

Assists with the development and management of annual operating and capital improvement budgets for the City: assists City departments with the budget recommendation and adoption process; reviews, approves, and processes invoices, contracts, procurement card transactions, etc. in compliance with City financial policies and procedures; and monitors revenues and expenditures for adherence to established budgetary parameters.

Prepares for and attends City Council, Commission, and other meetings: receives, reviews, and approves requests to add items to Council agenda; reviews related staff reports; attends various meetings, such as agenda review, budget, and strategic planning; prepares meeting agenda; gathers information and makes presentations, as needed, to inform decision-making; and responds to follow-up requests to answer questions and provide information, explain goals and policy initiatives, and resolve problems and concerns.

Communicates with City officials, supervisor, subordinates, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, invoices, travel requisitions, time sheets, project and progress reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Master's Degree in Public Administration or a related field required; supplemented by ten years of progressively responsible experience in municipal government management, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to synthesize and integrate data for predicting, anticipating, and planning for future events impacting the organization. Includes determining strategic and tactical decisions at the highest organizational levels of authority and responsibility.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships; involves responsibility for consideration and analysis of complex organizational problems of major conceptual functions.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.