**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 25,000-49,999**

**Assistant City Manager**

The City Government operates under the council/city manager form of government in accordance with its Charter. The City has five elected Council members and a Mayor.  The Assistant City Manager reports directly to the City Manager.  The Assistant City Manager is an executive level position with the responsibility to oversee and guide, as assigned, the activities of various Departments/Divisions and special projects to ensure they are in concert with the policies and goals of the City Manager; provide guidance, and direction as assigned, to departments to ensure the City’s goals and objectives are achieved in a timely and efficient manner; provide the City Manager with accurate and timely information to support decision-making and policy direction; assist in the overall day to day administration, decision-making and policy direction guidance of the City Council and staff.

Requirements:  This position requires that the candidate possess a master’s degree from an accredited college or university with major coursework in Public Administration, Business Administration or a related field.  Six (6) to Ten (10) years of increasingly responsible professional experience in municipal government or public-sector management; including at least five (5) years of administrative or supervisory responsibility at the senior managerial or executive leadership level is required. Have a proven record as an innovative leader, possessing excellent communication and presentation skills, with the ability to establish and maintain effective working relationships with internal and external customers. Strong commitment to public service.  Demonstrated history of identifying and responding to community and City Council issues, concerns, and needs.  High level of emotional intelligence. Advanced leadership and management skills and a proven ability of leading teams of executive, managerial, and professional staff. Experience in or strong exposure to the areas of community development, planning, economic development, public works, development agreement negotiations and special projects. Strong project management skills.