

# CITY OF EAST PALO ALTO

## CLASSIFICATION SPECIFICATION

**CLASS TITLE:** ASSISTANT CITY MANAGER      **CLASS CODE:**  
**DEPARTMENT:** CITY MANAGER'S OFFICE      **FLSA STATUS:** E  
**REPORTS TO:** City Manager      **EMPLOYEE GROUP:** N/B EXEC.

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*This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.*

### **DEFINITION**

This is an exempt classification appointed by and functions under the general direction of the City Manager.

### **JOB SUMMARY**

Reports to the City Manager and performs a variety of complex executive, administrative, supervisory and professional work in planning, coordinating and directing the activities of City Departments and in providing administrative guidance to executive staffs to plan, direct, and manage the City's human resources and employee relations functions; to coordinate programs having organizational-wide impact; and to provide highly complex staff assistance to the City Manager. Coordinates assigned activities with other City departments and outside agencies; and is a member of the City Manager's executive team. This is a Fair Labor Standards Act (FLSA) exempt classification.

### **DISTINGUISHING CHARACTERISTICS**

This is an at-will executive classification. The incumbent serves at the pleasure of the City Manager. Serves as City Manager in the absence of the City Manager.

### **ESSENTIAL FUNCTIONS**

*This reflects essential responsibilities of this classification; however, all responsibilities may not be performed by all incumbents.*

- In the absence of the City Manager, to assume the responsibility of the City Manager as needed.
- Review, interpret, develop, modify and implement City administrative policies and their application to specific situations in departments; and resolve conflicts involving multiple departments in matters/issues not addressed by existing City Policies and procedures.
- Coordinate, maintain and supervise the administration of effective personnel policies, practices and procedures, advising management and employees in their interpretation when necessary.
- Plan, direct, and manage the classification, compensation, benefits, recruitment and selection and employee evaluation programs for the City.
- Formulate, recommend and coordinate the implementation of policies, rules and practices for carrying out the City human resource program, including employee training.
- Negotiate and/or oversee the negotiations with employee organizations; perform needed research, maintain records and prepare, process and implement memoranda of understanding as they pertain to human resource matters.
- Advise management and employees regarding grievance procedures and coordinate and monitor grievance process.
- Direct and manage the maintenance of the City personnel files.
- Coordinate personnel activities with other City departments to ensure compliance, and adherence to pertinent laws, regulations, and guidelines.
- Supervise and participate in the preparation of various personnel reports.
- Manage, review and make recommendations, in coordination with City Manager and City Attorney, regarding personnel actions and a variety of related legal issues.
- Assist in administering the functions and activities of the City Manager's Office.

- Build and maintain positive working relationships with co-workers, other city employees and the public, applying principles of positive customer service and communication skills.
- Represent the City and Office of the City Manager to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence; provide periodic reports on department activities to City Manager, Department Director's, and City Council.
- Regularly attend City Council meetings and other meetings as assigned.
- Assist in the development of the annual operating and capital budgets.
- Attend conferences, trainings and meetings to keep abreast of current trends in the field, represent the City and City Manager's Office in a variety of local, county, state and other meetings.
- Consult with the City Manager on personnel assignments within the Human Resources Department.
- Advise the City Manager and/or other staff members on matters of particular difficulty or sensitivity.
- Direct the Risk Management elements of the City, including the establishment, coordination and facilitation of the City's Safety Committee Advisory Committee (EPA-SCAC).
- Facilitate the City's Website Committee (EPA – WSC)
- Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Principles and practices of public administration, including city government.
- Principles and practices of administrative analysis.
- Principles and practices of police development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of business correspondence and report writing.
- Pertinent local, state and federal employment laws, rules and regulation.
- Principles and practices of governmental budgeting.
- Principles and practices of organizational analysis and management.
- Principles and practices of public personnel administration including methods and techniques used in employee relations, negotiations, contract administration, recruitment and selection, classification, salary administration and benefits administration.
- Principles and practices of supervision, training and personnel management.
- Modern office procedures and computer equipment.
- Insurance administration including worker's compensation and disability claims.
- Customer Service practices.
- All computer applications and hardware related to performance of the essential functions of the job.
- Philosophy of 'Completed Staff Work'.

### **Skills**

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.
- Public speaking in public policy making arena.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Analyzing and resolving office administrative situations and problems.

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- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Communicating clearly and effectively, both orally and in writing.
- Bilingual Skills would be desirable.

**Ability to:**

- Establish and maintain effective working relationships with City Officials, and the general public.
- Win the confidence and cooperation of others.
- Read and comprehend and interpret laws.
- Train and supervise subordinate personnel.
- Assist in the planning, direction and control of the administration and operation of municipal departments.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Write reports, correspondence and procedure manuals.
- Review and correct subordinates written reports for clarity.
- Speak effectively before groups.
- Analyze situations effectively and adopt or recommend appropriate course of action.
- Define problems, collect data, establish facts and draw valid conclusions.
- Coach and counsel City Council, City Staff, City appointed commissions and boards.
- Promote teamwork among staff.
- Maintain discipline and the respect of subordinates and to lead and direct effectively.
- Perform the essential functions of the classification.
- Perform duties for periods longer than the normal eight-hour work day, or more than five days per week, or both when necessary.
- Pass a comprehensive background investigation, DOJ/FBI fingerprint clearance, and drug screening examination.
- Effectively supervise subordinates.
- Analyze budget and technical reports, interpret and evaluate staff reports; know laws, regulations and codes.
- Observe performance and behavior and evaluate staff.
- Problem solve issues of City-wide application.
- Retain and/or research various personnel rules and regulations.
- Explain and interpret policy.
- Facilitate internal and external meetings.
- Develop and implement policies and procedures having City-wide application.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternatives and solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply City policies, procedures, rules and regulations.
- Communicate clearly, concisely, tactfully and persuasively in both oral and written forms.

**MINIMUM QUALIFICATIONS REQUIRED**

**Education:**

Bachelor's Degree from an accredited college or university with major coursework in Management, Business or Public Administration, or a related field; and

**Experience:**

Extensive executive administrative experience of over five years at the department head or higher top management level in a full-service municipality serving a population of at least 30,000; experience and expertise in most facets of municipal management including budget administration, human resources, long-range strategic planning, project administration/management, city planning, economic development, executive staff supervision and information systems.

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**Licenses and/or Certifications:**

- Valid California Class C Driver's License or higher and a good driving record.

**DESIRED QUALIFICATIONS**

Master's Degree from an accredited college or university with major coursework in Management, Business or Public Administration, in a related field is highly preferable. A Master's Degree may substitute 2 year of minimum experience.

**MATERIAL AND EQUIPMENT USED**

General office equipment, computer, printer, passenger vehicle, regular/cell telephone, pager.

**PHYSICAL REQUIREMENTS**

While performing the essential Functions of this classification the employee is frequently required to stand, walk, and sit; reach with hands and arms, hold or otherwise work with hands; speak and hear; use shape, sound, odor and color perception and discrimination; and lift and/or move up to 25 pounds, climb flights of stairs.

**WORKING CONDITIONS**

While performing the essential functions of this classification the employee is exposed to a general office environment. The working conditions are typically quiet, but could be loud at times. Working time may require irregular hours, shift times, and/or on-call status.

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***NOTE:*** Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Classification Specification\Assistant City Manager  
Established: August 2, 2004  
Revised:

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