

CITY OF HAYWARD

ASSISTANT CITY MANAGER  
(Unclassified)

DEFINITION

To provide highly responsible administrative staff assistance related to internal control and coordination of existing city programs, analysis of organization and methods and budget review.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager.

Responsibilities include direct supervision of professional staff and indirect supervision of management staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Direct and participate in the development and implementation of goals, objectives, policies, and priorities.

Relieve City Manager of direct responsibility over coordination of City departments by assuming delegated authority for controlling routine operations and directing resolution of personnel, budgetary, and administrative issues and problems.

Conduct studies, surveys and collect information on difficult operational and administrative problems, analyze finding and prepare reports of practical solutions for review by the City Manager.

Confer with department heads and employees regarding policy and procedure changes.

Participate as a member of the City's labor relations team.

Coordinate and participate in the preparation of the annual operating capital improvement budgets and in budget control activities.

Represent the City in the community and at professional meetings as required.

EXAMPLES OF DUTIES (continued)

Analyze, interpret, and apply policies and procedures.

Respond to citizen complaints and requests for information.

Coordinate activities of the City Manager's office with City departments and divisions, and with outside agencies.

Select, supervise, train, and evaluate staff.

Serve as acting City Manager as assigned.

Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

Functions, principles, practices, and techniques of public administration.

Principles and practices of management and supervision.

Research techniques, sources and availability of information, and methods of report presentation.

Applicable federal, state, and local laws, rules and regulations pertaining to local government operations.

### Ability to:

Analyze a variety of administrative problems and to make sound policy and procedural recommendations.

Communicate clearly and concisely, orally and in writing.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Prepare complete and accurate reports.

### Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be by qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible administrative experience in municipal government.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major work in public administration or a closely related field. A Master's Degree is desirable.

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June 1984

AAP GROUP: 1

FPPC STATUS: Designated

FLSA STATUS: Exempt