

## ASSISTANT CITY MANAGER

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this position will assist the City Manager in planning, developing, coordinating and evaluating the budget, department activities, grant applications, labor relations, and administration in the City of Canandaigua. The Assistant City Manager exercises immediate supervision over City department programs. Work is performed under the director supervisor of the City Manager with wide leeway for the exercise of independent judgement. The incumbent may act in place of the City Manager in his/her absence. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists the City Manager in the management of the day to day operations of the City;  
 Performs management analyses and prepares research reports and other policy documents to serve as a basis for action by City Council and the City Manager;  
 Assists the City Manager in the development of management improvements, analyzes operating problems and suggests policy or program adjustments;  
 Prepares a variety of written material in draft and final form regarding ordinances, resolutions, contracts, and presentations for the City Council;  
 Develops reports, written and electronic memos, correspondence, notices, and other information material about programs and services;  
 Participates in and contributes to the development and administration of the annual City budget;  
 Assists the City Manager in negotiating and formulating contracts with consultants, agencies and developers;  
 Assists the City Manager in labor contract negotiations;  
 Develops and prepares grant proposals and project reports;  
 Builds and maintains cooperative relationships with neighbor communities, regulatory agencies, and the private sector;  
 Meets with department heads to: identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures;  
 Meets with department heads to discuss programs or inquiries, answer questions, address challenges and resolve issues which may arise in the course of daily business, including budget, personnel, customer service and intradepartmental issues;  
 Resolves or participates in resolving customer complaints;  
 Represent the City Manager's Office in various meetings, assisting with input and guidance to achieve an outcome that is beneficial to the greater good of the organization, community and citizenry;  
 Maintains regular contact with and keeps the City Manager apprised of situations and issues;  
 Interacts with Boards and Commissions, outside governmental agencies and non-profits, constituent representative groups and other citizen groups relative to goals, actions and activities of the City;  
 Attends City Council meetings and represents the City Manager as needed;  
 Interprets and ensures City Manager and City Council policies are understood and achieved;  
 When assigned, directly supervise department heads and staff, establishing goals, objectives and performance targets; preparing and administering reviews of individual and department performance;  
 Perform the duties of City Manager during City Manager's absence;  
 Performs all work duties and activities in accordance with City policies and procedures.

ASSISTANT CITY MANAGER

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of municipal finance and budgeting; thorough knowledge of municipal government operations relating to staffing and program execution; good knowledge of research methods and fundamentals of statistics; knowledge of the principles and processes involved in business and organizational planning, coordination and resource allocation; knowledge of Council/Manager form of government and its operations; knowledge of contract negotiation principles and strategies; knowledge of effective leadership methods and supervisory skills; ability to interpret facts, figures, and processes and then prepare clear, concise and understandable reports; ability to represent the City in a positive and cooperative light; ability to plan, organize, and manage multiple projects at one time; ability to direct the work of others; ability to use modern computer technology and software applications for word processing, spreadsheets, and presentations; good written and oral communication skills; ability to communicate effectively and work cooperatively with the public; integrity, confidence, tact and courtesy, physical condition commensurate with the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited college or university or one recognized by the New York State Department of Education with a Master's Degree in Public Administration, Business Administration, or a closely related field, AND one (1) year of full time paid professional experience, or its part-time equivalent, in an administrative or managerial position in municipal government or the public sector which shall have included labor relations, finance and budget or financial forecasting, analysis and management; OR
2. Graduation from a regionally accredited college or university or one recognized by the New York State Department of Education with a Bachelor's Degree in Public Administration, Business Administration, or a closely related field, AND three (3) years of experience as noted above in (1).

APPROVED: DECEMBER 8, 2017

CIVIL SERVICE CLASSIFICATION: \*NON-COMPETITIVE (Confidential & Policy Influencing)

PENDING JURISDICTIONAL CLASSIFICATION BY THE NYS CIVIL SERVICE COMMISSION