



City of Lake Oswego, Oregon

Job Description

ASSISTANT CITY MANAGER

FLSA Status: Exempt

Salary Grade: 665

Union Representation: Non-represented

Job Code: 1145

Summary

Under general direction, provides leadership, management, planning and goal setting and direction to the Managers of Library Services, Parks and Recreation, Finance, Information Services, Planning and Building Services, Public Works, Court Services and Human Resources departments to ensure delivery of quality municipal services. Also supervises Sustainability Coordinator and may direct Management Analyst(s). Serves on City budget team and as a project manager on special projects as assigned by the City Manager.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Supervises management staff including prioritizing and developing work plans, evaluating staff performance, monitoring progress on reports and projects, interpreting policies and procedures, making hiring and termination recommendations, making pay rate change recommendations and providing training and development for staff.
2. Represents the City with key organizations including the Chamber of Commerce and other community and governmental organizations. Assists the City Manager in developing key working relationships with Fusion partners.
3. Serves as a primary advisor to the City Manager. Assists the City Manager with implementing Council goals.
4. Contributes to the effective administration of city government by fostering a positive attitude among staff that encourages cooperation, coordination of efforts, efficient and ethical use of resources, and customer service orientation to the citizens.
5. Responds to requests for information from the City Manager, City Council, boards, commissions and other outside agencies including identifying information needed and report format. Acts as project manager and reviews reports prepared by staff including determining completeness and accuracy.
6. Assists with development and oversight of annual budget. Works with key staff to monitor annual operating/CIP budgets.
7. Serves as Acting City Manager when needed.
8. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Management theories and principles.
- Performance evaluation methods and reporting.
- State and federal laws governing area of assignment.
- Report writing.
- Presentation techniques.
- Problem resolution techniques.
- Personal computers and related software applications.

Skills and Abilities to:

- Apply management theories and practices.
- Apply human resource theories and practices.
- Oversee work place development and implementation.
- Prepare budgets.
- Track expenditures.
- Write reports.
- Evaluate program effectiveness and best management practices.
- Resolve and/or mediate conflicts.
- Make presentations.
- Promote positive public relations.
- Lead staff customer service efforts and maintain high standards and accountability
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is a Bachelor's degree in Business Administration or Public Administration and ten years related experience; or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. MPA/MBA highly desirable.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

May be required to work evenings and weekends. Duties will occasionally involve dealing with distraught or difficult individuals and attending meetings or activities outside normal working hours.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.