Job Description

Job Title:	Assistant City Manager	Classification:	Unclassified
Department:	City Manager	Grade:	410
Occupational Group:	Leadership	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under executive direction from the City Manager; assists in the oversight, planning, organizing, directing, managing, reviewing, and coordinating activities and operations of the departments of the City; participates in the development, implementation, and administration of administrative policies, procedures, guidelines and programs; performs highly responsible administrative and managerial duties assisting the City Manager in the administration of local government.

Essential Leadership Job Functions

As a member of the City's Management Team, Department Directors provide critical leadership for the organization. Beyond the technical and administrative functions of the Department's operations, these additional essential functions are required for members of the City's Management Team to be successful.

- Ensures compliance for relevant rules, regulations, ordinances, and directives that may be established by the City Manager, City Council, State of Missouri, and Federal Government.
- Collaborates with members of the City's Management Team to promote a cohesive and positive working environment.
- Researches, develops, and recommends solutions to organizational-related issues and concerns; establishes and documents processes that support the continuous improvement of City operations and services.
- Partners with internal leaders and subject matter experts to reconcile variations and conflicts in processes, policies, and practices to work towards simplification, standardization of service delivery, and improved customer service.
- Coordinates, facilitates, and provides high-level project management for strategic planning and change efforts to ensure wide-spread stakeholder understanding, momentum, buy-in, and commitment to address multi-faceted problems and implement sustainable solutions.
- Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process for direct reports and ensures application of the same by Department supervisors and managers.
- Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by ensuring due process is provided in accordance with the City's policies and procedures, conducts fact-finding hearings when appropriate, recommends the appropriate discipline in consultation with Human Resources, and presents a recommendation for disciplinary action to the City Manager prior to issuing the approved disciplinary action.
- Receives critical input from appropriate supervisors and managers before making final hiring or promotional decisions. Ensures departmental hiring and promotional processes are conducted in coordination with and approved by Human Resources. Verifies budgetary approval before proceeding with recruitment or promotional processes and implementing the final hiring decision.
- Develops the Department's annual budget requests, with input from appropriate staff, to provide necessary programs and services for the community as approved by the City Manager's office.

Reviews and approves expenditures for non-personnel costs, to ensure spending is minimized and services are maximized throughout the fiscal year. Ensures departmental purchases comply with the City's purchasing policies and procedures and are authorized in the budget.

Departmental Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Provides direct supervision of certain departments of the City as assigned by the City Manager. Meets regularly with assigned Department Directors and other key staff to ensure an operational understanding of key projects and issues affecting assigned departments. Provides direction departments as required. Reports key issues to the City Manager.
2. Conducts a variety of organizational, administrative, fiscal and staff studies; completes research and prepares reports including recommendations for improvement in organization and staffing, customer service, and operating methods and procedures.
3. Represents City in meetings and other interactions with other local, State or Federal governmental entities, or other city or regional organizations.
4. Attends City Council Meetings; provides information and material to City Council.
5. Studies and evaluates performance; keeps City Manager informed of project progress, financial status, and employee relations issues.
6. Serves as Acting City Manager as necessary.

Other Duties

- Assists in the oversight of departments as required.
- Assists in providing daily oversight and direction to the City Manager staff.
- Assists in development of the annual budget for the City Manager office; provides input into the development of departmental budgets as assigned.
- Investigates complaints about services of the City.
- Advises and makes recommendations to the City Manager concerning policy changes and other matters of concern requiring appropriate action.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Personal computers and software for purposes of narrative and statistical report generation; principles and practices of municipal budget administration; management techniques to analyze programs, policies, and operational needs; City Charter, City Code, ordinances, policies and procedures; functions, services, programs, and responsibilities of City departments; Microsoft Office Suite.

Skill in: Communicating orally and in written form through reports, press releases, letters, speeches; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, business/industry officials, and City residents; preparing a variety of narrative and statistical reports related to City programs, functions, and activities; dealing with difficult people and situations in a tactful manner; analyzing and comprehending complex rules, regulations and other materials; evaluating the performance of subordinates; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Master's degree that includes major coursework in Public Administration, Business Administration, or related discipline.

Experience: Seven years of increasingly responsible experience in an administrative and managerial capacity such as financial management, human resources, or major operational area within a local government.

Licenses and Certifications: Possess and maintain a valid state issued driver's license

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must establish and maintain residency within 12 air miles of Joplin's City Hall.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	