

## JOB DESCRIPTION

**JOB TITLE:** ASSISTANT CITY MANAGER

**DEPARTMENT:** ADMINISTRATION      **SUPERVISOR'S TITLE:** CITY MANAGER

**JOB SUMMARY:** Under the general direction of the City Manager, this position reports directly to the City Manager and assists the City Manager in planning, directing, managing, and overseeing the activities and operations of the City of Hogansville. This is a highly responsible position performing advanced administrative and professional work in utilities, planning, economic development, construction development, office management, and assists in the strategic direction for the City.

**EXAMPLES OF WORK:** The following examples are illustrative of some of the duties and tasks assigned to this title. No attempt is made to be exhaustive in this listing.

### Responsibilities

- Assists the City Manager with planning, directing, and coordinating the administration of the City
- Researches and assists in formulating long-range goals for the organization
- Assists City Manager in the day-to-day operations of the City; supervises departments assigned by City Manager; serves as City Manager in his/her absence
- Researches, makes recommendations, and prepares reports regarding City policies and programs; evaluates and identifies present and future community needs.
- Provides support to the City Manager, Mayor, and City Council in the development and implementation of major policies and short and long-range goals; communicates policies, plans and procedures to staff and to the general public.
- Performs public relations work within the community and state; represents the City at various functions, civic group meetings, and community events.
- Investigates and evaluates proposal for new City programs and services; confers department directors, public officials and the general public on various issues.
- Attends and/or represents the City Manager at City Council, department, committee, and other meetings as necessary.
- Prepares reports, papers, and other documents appropriate to the departments; maintains and updates records and manuals.
- Attends seminars and studies written materials to maintain knowledge of current practices in the field.
- Develops and maintains cooperative relationships with City departments; coordinates special events and specific projects with all departments; works with various City boards and committees; attends meetings as needed; resolves problems or complaints
- Keeps abreast of current and pending legislation affecting municipal government; makes recommendation for changes in city policies, procedures, and operations as necessary to ensure compliance, effectiveness and efficiency.
- Develops and maintains cooperative relationships with outside vendors, community leaders, and other agencies, and the general public contacted in the course of work; meets with the public to respond to questions and resolve problems concerning the City.
- Assists with the recruitment and selection of job applicants for all departments; works in coordination with department supervisors to maintain open positions available.
- Develops and distributes internal employee communications regarding new or updated City policies and procedures, upcoming events, etc.
- Implement new procedures for efficiency of job performance in all departments.
- Direct supervisory oversight from City departments on a rotating basis as assigned by the City Manager
- Assists the City Manager in working with developers for construction needs and compliance with City ordinances.
- Works directly with engineers, building officials, and fire marshal to develop policies and procedures conducive to smart growth and compliance.

- Assists City engineers in carrying out long-range plans for infrastructure improvements for all utilities.
- Implements procedures and trains employees on development practices to ensure state & federal compliance.
- Working jointly with the City Manager and City accountant, prepares and builds the annual budget for all departments and makes ready for internal approval by the City Manager prior to submitting to Mayor & Council for final approval.
- Meet with department heads regarding budget needs and anticipated special projects for consideration in the annual budget.
- Oversees preparation and adoption of millage rate and all applicable reporting requirements to County and State agencies.
- Responsible for various annual reporting to local, state, and federal agencies, to include DCA Wage & Salary Report; GOMI, SAM, and others where applicable.
- Provides support for City Hall staff and assists when needed.

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

- **KNOWLEDGE OF:** Overall City operations to include, utilities and public works operations, economic development procedures, commercial and residential building development.
- **SKILL IN:** Advanced customer service experience with excellent skills in dealing with customers and the ability to address their concerns at a management level; leadership of staff; modern office equipment and its uses
- **ABILITY TO:** Ensure strict confidentiality in all matters as needed and required; establish and maintain effective working relationships with the public, other employees, and elected officials; adapt to a changing environment when required by needed skills; adapt to City policies and procedures and to understand the City of Hogansville Code of Ordinances; communicate effectively, both verbally and in writing; provide guidance to, assist, and/or interpret others regarding the application of procedures and standards to specific situations; plan, layout, assign, supervise, and review the work of subordinate staff engaged in varied duties; prepare clear and concise reports and to maintain minutes and important records efficiently and accurately; and achieve certification in varying fields based on requirements of management.

**TRAINING AND EXPERIENCE REQUIREMENTS:**

The following standards express the minimum background of training and experience DESIRABLE as evidence of an applicant's ability to qualify for this job title. Other training and experience, if evaluated, may qualify an applicant for a job of this title.

Knowledge and competency commonly associated with the completion of a Bachelor's Degree in Public or Business Administration or a closely related field. Candidates should have at least ten (10) years of progressively responsible management level experience in public/municipal administration. Candidates should also have experience in finance, strategic planning, performance measurements, community engagement, economic development, utilities management, and infrastructure improvement management. A comparable amount of education, training, and experience may be substituted for the minimum requirements.

**The City of Hogansville is an equal opportunity employer.**