



CLASSIFICATION TITLE: Assistant City Manager	JOB NUMBER: 7144	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: City Manager	PAY GRADE: 34	FLSA STATUS: Exempt "At Will"

GENERAL SUMMARY

Performs complex executive work planning, organizing, managing and providing oversight for all functions and activities of the City's Finance department, Benton County Emergency Services (SECOMM) division, Purchasing, Warehouse, Equipment Maintenance and Information Technology divisions, including short and long-range planning, development and administration and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Manager ("supervisor"). Departmental supervision is exercised over assigned personnel.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of Teamwork, Integrity, and Excellence promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Supervises, motivates, and provides direction and guidance to assigned staff; evaluates and reviews work performance for acceptability and conformance with department standards, goals and/or City competencies; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees; Recommends merit increases, reassignment and promotions according to established guidelines.

- Participates in the development and administration of the City budget; directs the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approve expenditures.
- Provides technical expertise, information and assistance to the City Manager regarding assigned functions; assists in the formation and development of policies, bond issues, procedures and programs; advises management of unusual trends or problems and recommends appropriate corrective action.
- Develops, oversees, and implements new and innovative programs and services and engages employees in their implementation; seeks employee participation with the goal of continuous improvement.
- Completes special projects, as assigned, which requires executive-level decision making and coordination; interacts with City Council Members regarding City issues, programs, and special projects.
- Coordinates departmental functions with the City departments to ensure unified progress toward City objectives; demonstrates and ensures organizational teamwork; prioritizes, controls and evaluates department programs and projects.
- Responds to and resolves a wide range of citizen inquiries and concerns through responsiveness and problem solving.
- Attends regular and special City Council sessions; participates in meetings and conferences with other City boards, commissions, committees, administrative officers and staff; advises management of critical issues, decisions and actions.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State and local laws, rules, codes and regulations related to assigned activities.
- Principles and practices of public administration, operations, services and activities of a local government.
- Concepts of administrative relationships within the City.
- Principles and practices of budget development and administration.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Organizational and strategic planning.
- Rules and regulations governing public meetings.
- Principles of business letter writing and report preparation.
- Modern office practices, procedures, methods and equipment.
- Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

- Public speaking techniques.

Skills and abilities to:

- Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate assigned service delivery methods and techniques.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibility.
- Prepare and administer large and complex budgets, including preparing clear and concise financial reports.
- Respond to requests and inquiries from the general public.
- Negotiate effectively.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Valid driver's license.

EDUCATION AND EXPERIENCE

Bachelor's degree with coursework in public or business administration, or related field and six (6) or more years of experience in municipal administration, including three (3) years in a supervisory role, or equivalent combination of education and experience.

COMPETENCIES**Executive**

- **Manage to the future:** Understands and communicates a clear vision and path to the future and takes appropriate steps to guide the organization in that direction.

- Have a global perspective: Recognizes and addresses issues that are outside departmental or municipal scope. Views issues without any preset biases or limitations. Takes information objectively, utilizing a broad framework in discussing and formulating opinions on current topics. Sees the "big picture."
- Display political and business acumen: Manages operations and initiatives with an understanding of the agendas and perspectives of others. Recognizes and balances the interests and needs of one's own group in the context of the broader organization and community. Effectively translates business terms into concepts that can be understood by the organization and the public.

Managerial

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

- **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- **Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

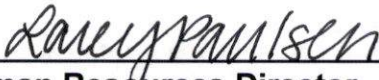
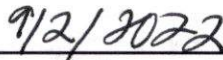

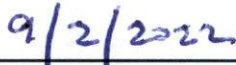

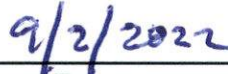
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing and walking; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date