

## **JOB DESCRIPTION**

### **ASSISTANT CITY MANAGER**

Pay Range: \$66,370 - \$102,962 annually

Starting Pay: \$66,370 - \$76,832 annually - DOE

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**POSITION TITLE:**      ASSISTANT CITY MANAGER

**DEPARTMENT:**        ADMINISTRATION

**SUPERVISOR:**         CITY MANAGER

**CLASSIFICATION:**    EXEMPT; SALARIED and CONFIDENTIAL POSITION

**POSITION SUMMARY:** Position functions as Assistant City Manager with primary responsibilities to include planning, economic development, grant writing, and lease management. Serves at the discretion of the City Manager,

#### **ESSENTIAL FUNCTIONS:**

1. Plans, directs, manages, supervises, and coordinates City planning, economic development, and leases, as well as other special projects assigned by the City Manager.
2. Provides responsible assistance and support to the City Manager.
3. Analyzes and implements policies and procedures.
4. Provides technical support to Departments.
5. Assists City Manager, Finance Officer and Departments in preparation of the annual budget and long range goals for the City.
6. Develops programs and activities to attract and retain businesses for the City; assists with the development process.
7. Prepares grant proposals and assists Finance Officer with grant administration as necessary.
8. Prepares analytical, accounting, and management reports as required by City Manager and Council.
9. Serves as project manager for a variety of special project; facilitates project activities; develops and submits project reports to the City Manager.
10. Supervises and trains personnel as directed.
11. Completes all training as required.
12. Serves as part of City's management team, and represents City's interests in City Manager's absence.
13. Exercises considerable judgment and initiative when independent action is required.
14. Residency within the City of Whittier required within 90 days of hire and maintained throughout term of employment.

#### **OTHER RESPONSIBILITIES:**

1. Performs other duties as assigned by City Council or City Manager.

#### **ESSENTIAL EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

2. Bachelor's degree from an accredited four-year college or university in Public Administration, Planning, Economic Development, Business or related subject required. Master's degree in related field preferred.
3. Minimum three (3) years of increasingly responsible administrative and analytical experience in a private or public setting. Municipal or public sector experience preferred.

4. Ability to drive, and possession of valid State of Alaska driver's license with a driving record acceptable to the City's insurance carrier required.
5. Ability to use computer and software as required.
6. Ability to perform Planning, Economic Development, Financial, Personnel, Human Resource and Management duties, as required.
7. Ability to research, read, and understand complex issues.
8. Ability to communicate effectively both orally and in writing with individuals of diverse backgrounds, and to treat members of the public with tact and courtesy.
9. Ability to represent the City in presentations or negotiations, and the ability to facilitate group processes, implement effective problem solving solutions and conflict resolution, and build consensus among competing interests.
10. Ability to read and understand, implement, enforce, review and revise policy, procedure or project documents.
11. Ability to confer and collaborate with City attorneys regarding all aspects of municipal code and applicable state and federal laws and regulations.
12. Ability to account for capital projects, including working with engineers and contract project managers; administering the bidding process and change orders; budgeting the various funding sources, including grants, loans, bonds and city matching money; engaging in associated risk management; making periodic reports for the City Manager and City Council; and attending all meetings of the stakeholder parties, and public relations, as necessary.
13. Ability to develop Municipal Comprehensive and Master Planning documents.
14. Ability to administer City leases, both as lessee and lessor.
15. Ability to establish and maintain effective professional working relationships with elected officials, department heads, employees of other agencies, members of the news media and the general public.
16. Ability to perform work duties in a reliable, organized, accurate, timely manner, and meet deadlines.
17. As condition of employment, must successfully pass a drug test prior to beginning work and have a background check satisfactory to the City.
18. Must be eligible to work in the United States at time of hire, and maintain such eligibility during employment.
19. Ability and willingness to attend lunch, evening and weekend meetings, as necessary.
20. Ability and willingness to travel occasionally, using air and/or water transportation to out of town meetings and functions.
21. While performing the duties of this job, you will be required to walk; reach with hands and arms; stoop; kneel. The employee is frequently required to talk and hear; stand; sit; use hands to handle, or feel. Specific vision abilities required by this job include close vision and depth perception. While the majority of office duties will be performed at a computer workstation, in a standard office setting, you must have sufficient physical ability to inspect leased buildings and property, and construction or project sites, which will require you to have the ability to walk over rough and unfinished terrain and outdoor construction sites.

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The above job description is to be used as a guide for accomplishing organizational and department objectives, and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all-encompassing list of duties. 5/16