



## City of Des Moines, Washington JOB DESCRIPTION



### ASSISTANT CITY MANAGER Regular, Full-time

**Salary Grade:** D-41

**Bargaining Unit:** Non-represented

**FLSA Status:** Exempt

**EEO Category:** Officials and Administrators

#### **Nature of Work**

Under the general guidance of the City Manager, the Assistant City Manager (ACM) provides executive direction to assigned departments and serves as the primary assistant to the City Manager in the administration and direction of City operations and activities. This position assists the City Manager in coordinating, directing, and evaluating the City's departmental operations and activities to maximize operational efficiencies and ensure alignment with City Council strategic objectives/direction.

This position will provide organizational leadership, and provide general supervision of assigned Directors and staff primarily associated with the internal operations of City Hall. Departments may include Finance, Information Technology, and Workplace Safety. The incumbent will provide direct supervision to the Human Resources Department by planning, developing, overseeing and administering human resource policies, programs, services and systems including training, safety and wellness programs. As directed, the ACM may provide highly complex and technical administrative support to the City Manager and/or City Council members. This position will be tasked with providing recommendations and making presentations for the City Council and will follow up on concerns, instructions, and requests addressed in City Council meetings. The Assistant City Manager will assume the duties of the City Manager as directed.

#### **Essential Functions**

- Serves as a principal advisor to the City Manager; exercises independent judgment within broad policy guidelines; evaluates and analyzes issues and policies and recommends and implements solutions; identifies and monitors goals and objectives; assures effective communication of actions required to meet the needs of internal and external customers.
- Participates in the development of City strategies, goals, objectives, policies, and priorities; evaluates City needs, interprets concerns, defines desired results, develops and recommends solutions, implements recommendations and prioritizes programs and projects; and assures the efficient delivery of high quality internal and external services of which are in compliance with City policies, procedures, regulations, and community goals.
- Analyzes information on Department and division operations, and recommends resources required to meet goals; reviews and monitors status reports and directs appropriate actions; prepares and presents status reports to City Manager and assures effective communication of operational issues.

- Performs the duties of City Manager in absence of City Manager and upon designation by City Manager.
- Assists with the preparation of annual City Budget; analyzes budget requests; researches budget-related matters; tracks pertinent data to facilitate budget planning; monitors expenditures to remain within established budget; assists in developing revenue projections for next fiscal year; reviews budget transfers/amendments for justification, fiscal impact, and conformance with applicable policies/procedures maintains budgetary authority and responsibility for the Human Resources division's budget and monitors and approves expenditures associated with assigned budget.
- Performs Department Head training; plans, directs, and coordinates, through management level staff, the work plan for assigned functions; assigns projects and programmatic areas of responsibility; provides direction and supervision on key projects; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Develops, oversees, and implements new and innovative programs and services that emphasize creative problem solving; solicits employee participation to continuously improve the organization.
- Supervises staff, including Department heads, to include: prioritizing and assigning work; conducting performance evaluations; coordinating and conducting staff training; and implementing hiring, discipline, and termination procedures.
- Plans, organizes, controls and directs the Citywide comprehensive human resources, safety and wellness functions and programs including recruitment and selection, benefits, employee relations, and development, training, wage and salary administration, human resource legal compliance, organizational development and strategic planning.
- Responsible for the City's compliance with federal, state and local laws regarding personal practices, including but not limited to Fair Labor Standards Act, OSHA/WISHA, Family and Medical Leave Act, Workers Compensation Program, Unemployment Insurance, EEOC, Drug and Alcohol Testing, and Hearing Conservation Program.
- Performs internal consulting assistance to the City's management and supervisory staff in a variety of areas including staffing and organization, employee development, disciplinary problems, and other special employment needs. Provides assistance for training, career development, and employee relations. Consults with department managers to prepare action plans to resolve employee problems, acts as mediator in conflict situations, and participates in counseling and disciplinary hearings as needed.
- Serves as a member of the City's management labor negotiating team; conducts surveys and analyzes data to prepare for negotiations; develops contract language and assists with the implementation of contract changes; interprets and administers employee contracts throughout the duration of the agreements.
- Develops and administers personnel policies and procedures; provides advice and assistance to managers and supervisors regarding the interpretation, implementation and administration of regulatory compliance and policy issues.
- Undertakes research on best practices and initiatives in other jurisdictions to identify trends and anticipate impacts to City programs; maintains analysis of long-range trends that generate impacts to City budgets and employee base; develops information on comparative practice at both a State and Regional level to inform policy options for City leadership.
- Serves as City Manager's representative on committees, at meetings, on boards, etc. as required. Coordinates citizen complaints/concerns in a liaison capacity for the general public towards resolution of complaints, requests for information and other types of information. Coordinates such requests with appropriate departments.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.

- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

### **Necessary Knowledge, Skills, and Abilities**

#### *Knowledge of:*

- Operations, services and activities of a municipality.
- Advanced principles and practices of public administration and local government administration.
- Principles and practices of municipal budget preparation.
- Principles and practices of program development and administration.
- Government, Council, and Local and State legislative processes.
- Federal, state and local laws regarding personnel policies, and practices.
- Research methods, data collection, sampling techniques, and statistical analysis.
- Job analysis techniques, implementation of wage and salary administration and classification and compensation methodologies.
- Principles and practices of labor negotiations and administration.
- Budget preparation and controls.

#### *Ability to:*

- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Provide effective leadership and coordinate the activities of municipal organization.
- Prepare and administer large and complex budgets.
- Deal constructively with conflict and develop consensus.
- Maintain strict confidentiality regarding personnel and management issues.
- Deal effectively with employees, management and the public on a one-to-one or group basis.
- Communicate effectively both orally and in writing.
- Plan, organize, and manage the human resource functions and programs.
- Provide technical information and assistance to others concerning employment policies and personnel transactions.
- Perform a variety of professional human resources duties.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Establish and maintain cooperative and effective working relationships with others.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- Make timely decisions considering relevant factors and evaluating alternatives, exercising discretion and sound independent judgment.
- Create and meet schedules, time lines and work independently with little direction.
- Work effectively in a dynamic environment that is constantly changing, resulting in continually re-evaluating and shifting priorities.
- Work both independently and within a collaborative team-oriented environment; contribute openly, respectfully disagree, understand the ideas of others, listen well and work for consensus.

## **Education and Experience Requirements**

- Bachelor's degree from an accredited college or university with a major in public or business administration, political science, human resources management, or a related field; and
- Minimum of five years of progressively responsible senior leadership or management experience in a local government or other public sector agency required.
- Public sector labor relations experience highly preferred.
- Master's degree, preferred.
- Certified Public Manager, PHR, SPHR, SHRM-CP or SHRM-SCP certifications desired.
- A combination of experience and training enabling the individual to perform the essential functions of the position may be considered.

## **Special Requirements**

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

## **Working Conditions and Demands:**

- Duties require the willingness and ability to work the hours necessary to accomplish the assigned duties, including evenings and weekends; occasionally travels out of town to attend workshops, conferences, and seminars.
- Work Environment: Typical office conditions, and the noise level is usually quiet.
- Physical Demands: Regularly required to sit, talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Frequently required to stand and walk and lift up to ten pounds. Specific vision abilities include close vision and the ability to adjust focus.
- Mental Demands: Regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use mathematical skills; perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks; work with constant interruptions; and interact with all levels of City management, employees, labor representatives, applicants, the public and others encountered in the course of work.

## **Equal Opportunity Employer**

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

## **General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above 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.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Established: 2023