



## City of Irving Job Description

### Assistant City Manager

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	City Manager's Office
<b>Job Code:</b>	01141	<b>Reports To (Job Title):</b>	Deputy City Manager

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#### **PURPOSE**

Assisting City Management with city-wide operations, this position provides oversight to multiple departments and directly-reporting divisions, drawing on multi-disciplinary knowledge to assure strategic operational alignment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Provide support to the Deputy City Manager and/or City Manager in the areas of communication, administrative, collaborative, leadership, and meetings.
- Provide timely and accurate communication to City Council pertaining to activities related to citizen concerns, as well as, any of the assigned departments' operations.
- Provide leadership, guidance, training, direction and oversight for assigned departments.
- Authorized to make personnel decisions on behalf of the City Manager for assigned departments.
- Approve city-issued checks; coordinate special projects as requested by the (Deputy) City Manager; provide leadership support for the organization; contribute to organizational problem-solving.
- Serve as representative for the city by providing presentations for internal and external customers, professional organizations, city council, and neighborhood associations.
- Provide city-wide communication, tools, training, support, guidance and assistance.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Perform related duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include over 200 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Develop and manage multiple departments' budgets totaling over \$15 million dollars annually.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in Public Administration, Business Administration, or a closely related field.

### **EXPERIENCE**

- Minimum of ten (10) years of increasingly responsible experience including five (5) years of administrative and management experience

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license, or the ability to obtain one, is required.
- Six Sigma Black Belt *preferred*.

### **KNOWLEDGE OF**

- Administration and management: Principles and processes involved in business and organizational planning, coordination, and implementation. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Budgeting Management: Developing plans & budgets; comparing them to actual activity.
- Personnel & Human Resources (HR): Policies and practices involved in personnel/HR functions, including hiring, supervision, training, performance evaluation, and termination.
- Full understanding of vision for the City, as well as the expectations of the City manager, Mayor/Council and citizen customers.
- Management/Leadership practices and principles aligned with current philosophy. This includes support for the prevailing leadership model.

### **SKILLS AND ABILITIES IN**

- System Perception: Discerning when important changes have occurred or likely will in a system.
- Tailored Written Expression: Communicating effectively with others in writing as indicated by the needs of the audience.
- Negotiation: Bringing others together and trying to reconcile differences.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, identifying the best people for the job.

- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative the goals of the system.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Systems Analysis: Determining how a system should work and how changes in conditions, operations, and environment will affect outcomes.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Solution Appraisal: Observing and evaluating the outcomes of a problem solution to identify lessons.

## **GUIDANCE RECEIVED**

### **City Mission and Goals**

Makes decisions with guidance provided by City mission, policies and goals. Sets related goals, service objectives and priorities for at least one Department and gains approval.

## **CONTACTS**

Internally, high-level interaction with the City Manager, Deputy City Manager, City Council, and employees of multiple departments, especially at the Director and Managerial levels.

Externally, this position has contact with multiple vendors of various sizes.

## **EQUIPMENT AND PROPERTY**

This position utilizes a computer, telephone, fax machine, copier, cell phone, iPad, and office furniture.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is occasionally required to lift up to 25 pounds and operate a vehicle.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

As work takes place in a standard office environment, the noise level is usually quiet.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.