



JOB DESCRIPTION

ASSISTANT CITY MANAGER			
Department:	City Manager	FLSA Status:	Exempt
Job Code:	01-172-10	Unit/Group:	ACT Group
Work Comp Code:	8810	Pay Classification:	GRADE 11

Reporting Relationships
Receives general supervision by the City Manager
Supervisory responsibility: Other employees as directed by the City Manager

Essential Job Functions
<p>Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do. <i>Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.</i></p>

Under the supervision of the City Manager, the Assistant City Manager oversees daily internal administrative operations of City Departments by providing strategic leadership and oversight of City policies and performance expectations. The Assistant City Manager performs a broad range of complex professional, technical, administrative and financial functions in support of the daily operations of the City, and assists the City Manager in various assignments related to the City operations and programs.

Job Responsibilities
<p>This job description should not be construed as an exhaustive list of duties and responsibilities performed by persons assigned to this classification. It is not intended to limit or in any way modify the right of any supervisor or manager to assign, direct and control the work of employees under his/her supervision. All principal duties and responsibilities of this position are essential functions of the position. Job descriptions are reviewed on a regular basis and may be revised at any time. Revisions will be communicated to employees within the classification. This job description does not constitute a contract of employment.</p>

1. Performs job duties adequately, properly, and in a timely manner; follows personnel and departmental policies and operating procedures; shows respect, tact, and courtesy in dealings with coworkers and the general public; behaves in a manner that does not obstruct or hinder other employees from completing their duties; acts in a manner that is safe and follows the City’s adopted policies and procedures at all times.

2. Assists the City Manager in the management of municipal operations and supporting the goals and objectives of the City Commission. Serves as the point of contact as the City Manager’s lead designee overseeing daily operations, and other priorities as assigned. Assists the City Manager with field incoming requests, issues and decisions needed by City Department Heads. Serves as a member of the City Manager's Executive Team, providing legislative and discretionary advice on matters related to all operations of the city. Serves as Acting City Manager in City Manager’s absence.

3. Leads City community vitality initiatives, including, but not limited to, economic development, affordable/workforce housing (Payments In Lieu of Taxes [PILOTs], Brownfield in conjunction with County, Community Development Block Grant [CDBG] funds, etc.), homelessness, business recruitment/retention efforts (outside of DDA), and building “community.” Serves as point of contact for all related regional initiatives.
4. Develops and supports efforts to coordinate grant and other fund raising efforts across all departments. Responsible for the coordination of grant research, grant administration, writing grant applications, administering grant funds, overseeing grant expenditures, and completing requisite financial and status reporting.
5. Supports the City Manager’s efforts, in collaboration with Human Resources, to identify, build, and sustain an organizational culture built on the principals of inclusion, engagement, empowerment, and accountability. Reviews, updates, and drafts municipal policies and procedures including City Commission Policies, Administrative Orders, and Personnel Policies.
6. Prepares City Manager and City Commission budgets, and other municipal funds’ budgets as directed by the City Manager. Researches trends and patterns, tracks financial activities and budget status and makes reports as requested. Works to connect budget inputs with desired strategic outputs as defined by public service expectations and Commission adopted strategic priorities as informed by regular and systematic community input.
7. In coordination with the City Manager implements, measures, and assesses the organization’s strategic plan. Develops multi-year work plans in conjunction with the City Commission’s biannual cycle.
8. Responsible for “special projects” for the City Manager if and as needed. In some cases, may take on entire specific initiatives or projects for the City Manager.
9. Serves as public relations liaison between the City Manager, other City Departments, elected officials, community groups, businesses, and the general public. Responds to inquiries and information requests, resolves routine and complex issues.
10. Coordinates City’s ongoing efforts to engage with its neighborhood associations. Collaborates with internal and external stakeholders to streamline and improve communications, while balancing association expectations and staff capacity.
11. Serves as Staff Liaison to City Commission Ad Hoc Committees as directed by the City Manager. Performs research and provides administrative support to Ad Hoc as assigned. Attends various Commission, board and committee meetings, makes presentations, assists in researching and gathering meeting materials, and represents the Manager as directed.

12. Coordinates Americans with Disability Act (ADA) compliance for the City. Researches and responds to inquiries from staff and public.
13. Periodically reviews pending legislation and evaluates its effect on City operations. Proposes policy and/or position statements regarding Federal, State, and local legislation and regulations for consideration by the City Manager and/or City Commission.
14. Responsible for continued education and professional growth. Attends conferences, workshops, seminars, and reviewing professional and academic literature.
15. The responsibility of this position will be performed during regular business hours unless directed otherwise. Perform other related work as required by the City Manager.

Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

KNOWLEDGE OF:

- Thorough knowledge of the principles and practices of municipal administration, and skill in providing administrative support to such activities.
- Considerable knowledge of government operations, public administration, budgeting practices, grant writing and administration, and public relations.
- Good knowledge of the procedures and practices involved in economic development, building/zoning, and project management on a municipal level.
- Knowledge of the Freedom of Information Act and the Open Meetings Act.

SKILLS AND ABILITIES TO:

- Skill in the use of the Microsoft Office Programs, Google Suite, and BS&A Modules.
- Skill in working within a team-oriented approach and with a mentoring management style.
- Skill in developing, implementing, and maintaining procedures to enhance efficiency in department operations and coordinate activities across departments.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Ability to perform extensive research, compile complex data and prepare accurate records and reports, including financial analysis.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, business and community interests, elected officials, other employees, and other stakeholders.
- Ability to effectively communicate and present ideas and concepts orally and in writing, and make presentations in public forums.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.

EDUCATION, TRAINING AND EXPERIENCE:

- Bachelor’s degree in public administration or related field. Master’s degree preferred.
- Experience requirements include five or more years of local government experience as a department head or within a government management office. A combination of education and experience may be considered.

LICENSING AND OTHER REQUIREMENTS:

- Must reside and maintain principle domicile within 30 miles from the nearest city limit within twelve months of hire.
- Required to attend evening and/or weekend meetings.

<p>Physical Demands and Work Environment</p> <p>The physical demands and work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
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SUPERVISORY OR LEAD WORK RESPONSIBILITIES

Employees as directed by the City Manager

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move light weight items up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Job is sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

TOOLS AND EQUIPMENT USED

In the performance of job duties, the employee may use the following tools and/or equipment: multi-line phone system; computer and associated software; copy and fax machines; scanners; and other office related tools and equipment.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

Employee Signature

Date

The City of Traverse City is an equal employment opportunity employer, committed to promoting equal employment opportunities for all applicants and employees.

<p>Job Description History</p> <p>Revised: 01/23/2024: updated classification and job tasks review and update Revised: 07.06.2022: Updated Format, edited general summary, edited job functions 1, 2, 3, 4, 6, 15, 16, 18 added job functions 8, 9, 10, 11. Edited education/experience. Added skill 1.</p>

Budget		
Primary	101-172-702.00	100%