



DATE	August 2023
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Assistant City Manager
 DEPARTMENT/DIVISION: City Manager’s Office
 REPORTS TO: City Manager

SUMMARY: Responsible for assisting the City Manager in developing, planning, and implementing goals and objectives of the City by providing high level administrative direction to Department Heads. Work is performed under administrative review.

ESSENTIAL JOB FUNCTIONS:

- Provides direction and guidance to assigned areas, which may include budget administration, policy direction, strategic planning, grant administration, human relations, and/or other related areas. Evaluates performance within assigned City departments, program categories and/or services to ensure prompt, efficient and effective service delivery.
- Provides complex administrative assistance and support to the City Manager and City Council. Assists the City Council in responding to inquiries and/or requests for information from the citizens.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in General Business Administration or a related field; graduate degree preferred.
- Five years of experience at an upper management level.

PREFERRED:

- Graduate degree preferred

Salary Range:

\$206,377.54-\$257,971.92 (DOQ)