

CITY OF HARRISONBURG
invites applications for the position of:
**Assistant to the City
Manager**

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$36.20 - \$48.53	\$2,896.00 - \$3,882.40	\$6,274.67 - \$8,411.87	\$75,296.00 - \$100,942.40

OPENING DATE: 07/19/18

CLOSING DATE: 08/17/18 05:00 PM

DESCRIPTION:



Do you want to use your dynamic skill set to serve as an integral member of the Executive Management Team at the City of Harrisonburg? If so, the Assistant to the City Manager position may be the right career for you!

The Assistant to the City Manager is a full-time position with benefits and a preferred hiring range of \$75,296 - \$100,942. The ideal candidate for this position will provide leadership support and a variety of specialized complex administrative and management analysis to the City Manager.

The Assistant to the City Manager will:

- Promote innovation, critical thinking and creativity in developing approaches and solutions to City needs;
- Participate with the City Manager and the Deputy City Manager in framing Council's vision and strategies for accomplishing organizational initiatives;
- Conduct complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving City-wide issues, programs, policies, and procedures;
- Provide the City Manager with accurate and timely information to support decision-making and policy direction;
- Monitor the pending items list and keep the City Manager informed about projects and issues of importance to Council;
- Represent and support the City Manager with City Council, employee and citizen group discussions and meetings;
- Participate in the preparation of Council materials and agenda packages;
- Coordinate with Department Directors or other appropriate parties to respond to citizen inquiries;
- Serve as the City's Safety Program Coordinator;
- Serve as the coordinator for Americans with Disabilities Act compliance;
- Represent the City Manager or Deputy City Manager at various meetings or events.

Physical Requirements: This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree with coursework in public administration, business or related field and considerable experience in municipal or county administration, or equivalent combination of education and experience. Master's degree preferred. Valid driver's license required.

The ideal candidate should have:

- Comprehensive knowledge of principles, practices, techniques and methods of public administration at the local level;
- Knowledge of local, state and federal funding and grant programs;
- Thorough knowledge of state and federal regulations and procedures.

The Assistant to the City Manager position requires the ability to:

- Analyze and evaluate complex administrative problems;
- Analyze and evaluate programs and recommend solutions;
- Present clear, complete and logical oral and written reports;
- Manage multiple grants and/or projects and oversee the work of others;
- Establish and maintain effective working relationships with employees, governmental officials, representatives of private agencies, community groups and the general public.

Successful applicants for this position must successfully complete a drug screening, criminal background check and DMV record review.

SUPPLEMENTAL INFORMATION:

Application Requirements: In order to be considered for this position, applicants must submit the following: City of Harrisonburg online employment application (<https://www.harrisonburgva.gov/employment>), resume, cover letter, three professional references and a writing sample of the applicant's choice. Applicants who are unable to upload the required documents via the online application must email the documents to Human Resources at employment@harrisonburgva.gov. At a later phase in the recruitment process, finalists will be asked to provide a salary history.

Application Deadline: All candidates must submit a complete City of Harrisonburg online employment application with the documents stated above by 5:00pm EST on August 17, 2018 in order to be considered. Incomplete applications will not be accepted. The first review of applications will take place on August 2, 2018.

The City provides an excellent benefits package including health insurance, retirement (VRS & ICMA-RC), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.harrisonburgva.gov/employment>

Job #5101 - (July 2018)
ASSISTANT TO THE CITY MANAGER
CM

OUR OFFICE IS LOCATED AT:
409 South Main Street
Third Floor
Harrisonburg, VA 22801
540.432.8920
540.432.7796
employment@harrisonburgva.gov

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