



CITY OF HOPEWELL
invites applications for the position of:

Assistant City Manager

SALARY:	\$110,918.78 - \$133,000.00 Annually
DEPARTMENT:	City Manager's Office
JOB TYPE:	Regular Full-Time
OPENING DATE:	07/09/21
CLOSING DATE:	08/10/21 11:59 PM
DESCRIPTION:	

Performs complex executive and administrative work assisting the City Manager in a variety of assignments relating to the planning, direction, control, and evaluation of the operations and programs of the City government; managing, developing and retaining the City's economic development efforts, and related work as apparent or assigned. Work involves setting policies and goals. Supervision is exercised over all personnel within the organization in the absence of the City Manager.

EXAMPLES OF DUTIES:

- Plans, directs, and oversees the management of the Economic Development, Information Technology, Recreation and Parks, Social Services, and Public Works.
- Provides advice and assistance to the City Manager; researches issues and makes recommendations on a variety of issues and special projects covering all departments.
- Assists with recruitment and selection of personnel; assigns, directs, trains, and inspects work of staff; coaches and counsels staff; develops staff schedules; recommends reward, transfer, promotion, suspension, termination, discipline, and demotion; assists with evaluating staff performance.
- Manages multi-departmental projects to ensure effective coordination among departments and prepares, or assists in preparing, related reports, studies, and grant proposals.
- Reviews departmental procedures for effectiveness, aids in the development of operating policies and procedures to ensure that the government operates in an effective and efficient manner.
- Performs liaison activities to local and governmental agencies and organizations; attends meetings of the Mayor and City Council.
- Assists with the preparation and implementation of operating and capital budgets; reviews departmental budget requests, reports or studies and recommends appropriate action to management.
- Represents the City on committees/task forces and attends meetings of the Mayor and Council to gain insight into current or emerging issues.
- Develops written reports and studies to address concerns identified by the general public, elected officials or management.
- Represents and assumes the duties of City Manager in their absence.

TYPICAL QUALIFICATIONS:

Minimum Education and Experience:

- Bachelor's degree in public administration or related field and extensive experience in small to medium sized municipal government administration with supervisory and managerial experience, or an equivalent combination of education and experience.

Licenses and/or Certifications:

- Valid driver's license in the Commonwealth of Virginia.

Knowledge, Skills & Abilities:

- Knowledge of the City's principles, practices, and procedures, as well as of the functions of the City Manager's Office and the Personnel division.
- Knowledge of all professional practices, laws, ordinances, policies, standards, and regulations pertaining to the Assistant City Manager's responsibilities.
- Short and long-range strategic-planning, team building, oral and written communication, presentation skills.
- Strong analytical, quantitative, problem-solving, computer, organization, and time-management skills.
- Ability to effectively build and maintain relations and consensus.
- Ability to deal with multiple projects/issues at the same time.
- Ability to comprehend, interpret, and apply regulations, procedures, and related information in order to effectively represent the City administration in communications with the public and employees.

SUPPLEMENTAL INFORMATION:*Work Environment:*

- Work is primarily performed in an indoor, climate-controlled, pleasant environment.

Essential Physical Activities:

- Walking, grasping, hearing, seeing up close, talking, standing, and finger movement.

APPLICATIONS MAY BE COMPLETED ONLINE AT:
<https://hopewellva.gov/employment-opportunities/>
The City of Hopewell is an EEO and V3 certified employer.

Position #CM081021
ASSISTANT CITY MANAGER

Drug-Free Workplace

300 N Main St, Rm 223 Hopewell, VA 23860 804-541-2211 or 804-541-2245

humanresources@hopewellva.gov
