

City of Hopewell Job Description

Job Title:	Assistant City Manager	Job Code:
Reports to (Title):	Assistant City Manager	Pay Grade:
Department/Bureau:	City Manager	FLSA: EX
Job Purpose Summary		
<p>Under the direction of the City Manager provides assistance to the City Manager in the administration of municipal functions and works as a liaison with the public for complaint resolution. Work involves administrative functions of a complex nature necessitating research and evaluation relative to the daily operations of the City Manager's Office. Work is performed under the administrative direction of the City Manager.</p>		
Essential Responsibilities		
<ul style="list-style-type: none"> • Organizes and prioritizes projects and workload; makes work assignments; monitors status of work in progress and inspects completed work; consults with assigned staff to review work requirements, status of work, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise. • Stays abreast of Federal, State, and local legislation, and maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new practices, trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends seminars, conferences, workshops, and training sessions as appropriate. • Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; initiates any actions necessary to correct deviations or violations. • Manages the City's Strategic Planning process. Maintains process and tracking of all goals and initiatives. Communicates and coordinates with all departments to ensure targets are being met. • Assists with preparation of annual City Budget; analyzes budget requests; researches budget-related matters; tracks pertinent data to facilitate budget planning; monitors expenditures to remain within established budget; assists in developing revenue projections for next fiscal year; reviews budget transfers/amendments for justification, fiscal impact, and conformance with applicable policies/procedures. • Receives various forms, reports, correspondence, budget documents, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate. • Investigates performance problems and prepares operational status reports to City Manager; suggests changes in organization/management of City government and in types of service provided to City residents as needed. • Supervises, directs, and evaluates assigned staff; handles employee concerns and problems, directs work, counsels, disciplines, and completes employee performance appraisals; jointly recruits, appoints, and trains staff. • Compiles or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports; maintains records. Coordinates meetings for City Manager with departmental staff, various groups, organizations and committees. • Performs the duties of City Manager in absence of City Manager and upon designation by City Manager. • Performs related work as required. • Performs emergency response duties as necessary 		
Job Specifications		

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Minimum Education and Experience:

- Bachelor's degree from an accredited college or university, with major coursework in Administration, Management, or closely related field (Master's degree is preferred), supplemented by a minimum of seven (7) years of successful management experience in municipal/county management, with experience working in a City/County Manager's Office preferred. Must be proficient with the Microsoft Office suite.

Licenses and/or Certifications:

Knowledge:

- Knowledge of service delivery management including functional and operational planning; determining citizen needs and providing responsive requests to the community.
- Knowledge of strategic leadership including initiative, calculated risk-taking, vision, creativity, and innovation; understanding of information technology and ensuring appropriate incorporation in plans to improve service delivery, information sharing, organizational communication, and citizen access.
- Knowledge of budgeting; assessing short- and long-term financial impacts, program/service cost-effectiveness, and considering alternative strategies.
- Knowledge of city laws, regulations, policies, and practices.
- Knowledge of modern business and public administration procedures.

Skills:

- Supervisory/managerial skills, training, troubleshooting, analytical, and quantitative skills.
- Project-management skills, communication, consulting, organization, and time-management skills.
- Skilled in both written and oral communications for effective expression and clarity.

Abilities:

- Ability to demonstrate fairness, honesty, ethical, and legal awareness in personal and professional relationships and fostering integrity throughout the organization.
- Ability to respond to citizen complaints/concerns with considerable tact and courtesy for the purpose of diffusing any given situation.
- Ability to conduct investigations and to prepare accurate analyses for reporting purposes.
- Ability to resolve a broad range of administrative issues, or direct such to appropriate entities.

Work Environment

Work Environment:

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

Essential Physical Activities:

- Stooping, lifting, hearing, seeing up close, kneeling, reaching, talking, finger movement, repetitive motions
- Typical weight handled: up to 25lbs.

DISCLAIMER: *The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.*

Date Prepared: February 6, 2003

Date(s) Revised: July 11, 2023