

CITY OF IOWA CITY - Job Description

Job Class #31-09

FLSA Exempt
Non-Civil Service

Identification

Position Title: Assistant City Manager

Department: City Manager's Office

Division: City Manager's Office

Immediate Supervisor: City Manager

Job Summary

Assists the City Manager and Assistant City Manager in a broad range of projects, programs and other activities involving city government administration. Provides highly responsible and complex, executive level management support for City Manager's office. Serves as the ADA Coordinator for the City, manages special projects, and supervises selected municipal operations as assigned by the City Manager. Serves on the City's budget review committee and prepares and administers the budgets of the City Council and City Manager's Office.

Essential Job Duties and Responsibilities

Serves as direct administrative support staff for City Manager and Assistant City Manager, including **drafting** letters and preparing presentations; **managing** internal administrative processes; **processing** a variety of records including payroll forms, travel requests, requisitions, purchase orders and invoices; and **purchases** and **maintains** office supplies.

Serves as initial point of customer service, by phone, e-mail or in person, for the Mayor, City Council, City Manager and the Assistant City Manager.

Responds to identified problems or **refers** to appropriate staff member who can solve problems, **answers** questions and **performs** research and **follow-up** as required.

Prepares for and **attends** City Council meetings; **follows up** meeting agenda with staff; **communicates** with Council members.

Assists the City Manager with City Council initiatives.

Serves as ADA Coordinator, obtains related certification, and prepares reports and plans as required by law or the City Manager.

Monitors state and federal legislation, **provides** information to department heads and **helps** determine the impact of such legislation to the City.

Hires and **supervises** the City Manager's Office intern.

Researches policy and practices of other local governments as directed by the City Manager.

Completes special projects assigned by the City Manager

Serves as the Hearing Officer for appeals as assigned.

Contributes and **maintains** information updates on the City Manager's web pages; **coordinates** with Communications staff as needed.

Contributes and **provides** analysis of financial matters related to the City budget; **assists** the city budget review committee and helps prepare the budget document and related presentations.

Prepares the City Manager's Office and City Council budgets and **monitors** expenses throughout the year.

Manages the City Council's student leadership award program with the City Clerk's office.

Serves as the City liaison to the University of Iowa student government.

Coordinates and **supervises** selected functions and activities within the City Manager's office.

Makes presentations and **represents** the City at various meetings and on assigned boards and commissions.

Prepares correspondence and administrative materials including reports, policy statements, contracts and agreements, requests for proposals and resolutions.

Assumes City Manager's responsibilities upon the City Manager's designation.

Conducts self in a manner which promotes and supports diversity and inclusivity in the workplace and community.

Performs other duties as assigned.

Physical and Environmental Conditions

Ability to transport self from building to building and to attend various functions and meetings at other sites either within or outside of the City.

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk or stand. Specific vision abilities required by this job include close vision.

The noise level in the work environment is usually moderate.

Minimum Education, Experience and Certification

Bachelor's degree in public administration, political science, business administration or related field and college graduate work from an educational institution accredited by a DOE recognized accreditation

body required. Advanced degree in public administration, urban planning, business administration or related field from an accredited educational institution preferred. Three years' experience minimum in municipal government administration required. Or equivalent combination of education and experience. Must pass criminal background check.

Knowledge, Skills, and Abilities

Knowledge of principles and techniques of public administration. Skills in management, decision making, written and verbal communication, public relations, and interpersonal relations. Ability to read and understand technical materials, reports and journals and prepare administrative documents. Ability to develop and present mathematical budget information. Ability to effectively communicate, both orally and in writing, to residents, the City Council and employees.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.