



CITY OF DAWSONVILLE

ASSISTANT CITY MANAGER

ADM/1
Exempt
1500 General

JOB SUMMARY

This position is responsible for assisting the City Manager in managing and administering the day-to-day operations of the city government including oversight for several departments.

MAJOR DUTIES

- Assists the City Manager with supervision, direction, and evaluation of staff; evaluates, counsels and disciplines assigned personnel.
- Coordinates work activities; organizes, prioritizes, and assigns work of assigned staff and departments; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex problem situations, and provides technical expertise.
- Consults with the City Manager, to review city activities, provide recommendations, resolve problems, and receive advice and direction; makes presentations to City Council.
- Promotes positive public relations with the community; as assigned by the City Manager, responds to the media about city issues; represents the city at meetings, special events, and social functions; attends various meetings and serves on committees as needed; makes speeches or presentations.
- Assists with the development, implementation, and management of annual city budgets; prepares and reviews budget reports; ensures compliance with approved budget; ensures competitive bidding of large purchases; monitors expenditures and schedules purchases as appropriate, as assigned, and in accordance with all required policies.
- Serves as a representative of the City Manager and as a liaison between various boards, committees, commissions and authorities, civic organizations, other government agencies, Chamber of Commerce, Economic Development Council, etc.; represents the City Manager as needed by attending community functions, special events, meetings, and related activities; represents the City with outside agencies.
- Serves as the Acting City Manager in the absence of the City Manager.
- Manages and supervises the daily operations of the City's Planning and Zoning Department including direct supervision of the Planning and Zoning Director, as well as functions including but not limited to plan review, land and building inspections, ordinance development, zoning administration, annexations, permits and licenses, code enforcement, animal control, information and technology, GIS, Municipal Court and other functions as directed; this includes scheduling staff and work, assigning, inspecting, and evaluation of work; monitors and reviews work of assigned departments; and prepares employee performance appraisals. This includes coordination and management of the Planning Commission and the Historic Preservation Commission.
- Ensures compliance with applicable codes, laws, rules, regulations, standards, policies, and procedures; interprets and explains city ordinances; initiates actions necessary to correct deviations or violations.
- Assists the City Manager with the daily supervision, management, and operation of the Downtown Director, preparation of performance appraisal, long and short-term planning, including management of related special projects such as the Downtown Master Plan, coordination of the Downtown Development Authority, marketing and advertisement, economic development, and all related functions. Participates and supports special events, outreach efforts, etc.
- Assists the City Manager and assigned Department Heads with the development and implementation of long- and short-term plans, goals, and objectives for the city, planning long-term infrastructure improvements and emergency plans; with development, updates, and implementation of policies and procedures and recommends policy changes.

- Assist the City Manager and Department Heads in research, preparation, and provision of information, updates and staff support for the Mayor and City Council to assist them in governmental decision making, the development of policy initiatives, the provision of information related to planning and zoning, downtown and economic development, and the monitoring and reporting on project status.
- Reviews and manages the City's risk management processes. This includes preparation of fixed asset schedules for all city departments; with appropriate department heads, supervise, develop, and implement a computerized asset management system that includes roads, stormwater, sidewalks, water/sewer infrastructure, and buildings. This includes related GIRMA insurance requirements.
- With the assistance of the Finance Director, meet with GIRMA, various insurance brokers and oversee renewal of health, property and casualty, and worker's compensation insurance policies; performs risk assessments, works with various departments to analyze current and potential risks.
- Manage and supervise city lease agreements for residential and commercial rental properties and other related and required contracts.
- Plans, coordinates, directs, and manages assigned special projects for the City; identifies and recommends proper allocation of financial, material, and human resources committed to the project; oversees the implementation of the project; provides updates to the City Manager and others.
- Assists City Manager and other staff with preparation of monthly staff meetings, monthly department meetings, staff outings and events; staff health, wellness, and safety programs, guest speakers, specific presentations, and other assigned efforts to provide the best for city employees.
- As assigned, participate in employee recruitment, selection, performance management, and retention. This includes participation in interview panels.
- Assist the City Manager and the Finance Director with preparation, management, record keeping, and reporting of grants and related funding opportunities, including but not limited to, LMIG, CDBG, GEMA, GMRC/ARC, GMA, Land and Water Conservation, DCA grants, and other related efforts and opportunities.
- Assists the Finance Department with maintenance of vendor files and annual required reporting for the Georgia Department of Audits and Accounts. Supervise department heads and ensure the city complies with the SAM (System of Award Management) System.
- Prepares or completes various forms, ad hoc reports, correspondence, budgets, financial reports, bid tabulations, presentations, or other documents as requested by the City Manager.
- Maintains a comprehensive, current knowledge of applicable laws and regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local government operations, regulations, and standards; relevant federal and state laws, city ordinances, and department policies and procedures.
- Knowledge of the principles and practices of business administration.
- Knowledge of budgetary principles and practices, budget development and management principles and practices.
- Knowledge of community and economic development practices.
- Knowledge of human resource principles and laws.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job-related software programs.
- Skills in interpersonal communication, teambuilding, and employee training and development.
- Skill in prioritizing and planning.
- Skills in planning, organizing, directing, and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skills in oral and written communication.

SUPERVISORY CONTROLS

This position directly reports to the City Manager who assigns work in terms of city goals and objectives. The City Manager assigns work in terms of department goals and objectives. Review of work through performance evaluations, reports, and observation of department activities.

GUIDELINES

Guidelines include the City Charter, Code of Ordinances, personnel and financial policies, state and federal law, internal control procedures, and other city procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, administrative, and supervisory duties. Strict regulations, the need for accuracy, and the variety of city operations contribute to the complexity of the position.
- The purpose of this position is to provide assistance to the City Manager in daily operational oversight, providing a level of support on capital projects, to assist in the absence of the City Manager, and to participate in public outreach efforts of the city.

CONTACTS

- Contacts are typically with city management, department heads, other city employees, elected and appointed officials, business leaders, representatives of other government agencies, attorneys, bankers, auditors, consultants, vendors, state and federal officials, and the public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence people; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office but at times has field requirements.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over the Planning and Zoning Director and the Downtown Director.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a bachelor's degree and substantial experience, and/or master's degree and related experience in a profession or course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

LICENSE AND CERTIFICATIONS

- Valid Class C Driver's License must have and maintain a satisfactory Motor Vehicle Record (MVR).

SALARY RANGE

Based on level of qualifications and experience.