

**CITY OF HASTINGS
JOB DESCRIPTION**

**ASSISTANT CITY MANAGER
Full Time, Exempt**

Supervised By: City Manager
Supervises: Subordinate departmental personnel

Position Summary:

Under the general direction of the City Manager, acts as the City Manager's deputy in a variety of administrative affairs and duties. Serves as Public Communications Director and manages special projects as assigned. May act as City Manager in their absence as directed.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

Advises and works cooperatively with the City Manager, City Attorney, department heads, City Council, and others to establish priorities; develop goals, strategic plans, and policies; and implement a variety of special projects.

Carries out various administrative assignments which may involve formulating policy, establishing procedures, and accounting for results. Researches information, prepares reports, and makes recommendations to the City Manager and City Council.

Acts as Public Communications Director, establishes and maintains effective relationships with residents, news media, City officials, employees, business representatives, volunteers, and other interests.

Exercises appropriate discretion and demonstrates professionalism in all circumstances.

Participates in the planning and coordination of capital improvement projects and assists other departments with their capital projects and related purchasing. Develops specifications and recommends items to be sold, purchased, or leased. Oversees the bidding process for purchases of equipment and services.

Serves as facilities coordinator for city hall and oversees contracts related to building management, including HVAC maintenance, pest control, custodial service, etc.

Seeks and secures alternative funding sources such as grants, partnership agreements, and sponsorships.

Plans and implements special projects and programs in response to local directives or governmental mandates. Confers with and oversees the work of engineers, contractors, and other applicable parties concerning construction projects. Monitors projects through all phases, assuring conformance to plans, specifications, timetables, quality levels, and cost estimates. Conducts field and project inspections to ensure quality and efficiency.

Attends and presents at meetings as required. Represents the City on boards, commissions, and committees as directed by the City Manager.

Acts as the City Manager in their absence as appropriate and necessary.

Keeps abreast of legislative or regulatory developments and current issues. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

Bachelor's degree in public administration, business, finance, communication, or related area. Credentials beyond the degree requirement preferred, including professional certification and/or master's degree.

Minimum three (3) years of job-related experience with progressively increased management responsibility.

Knowledge of professional public management techniques involved in project management, communications and public relations, and community and employee relations.

Possess a high level of interpersonal skills. Able to use good judgment, initiative, and resourcefulness to communicate effectively with elected officials, boards and commissions, department heads, employees, volunteers, the public, and internal and external professional contacts through which the City conducts its business and affairs.

Proven ability to communicate effectively orally and in writing, and to make presentations in public forums. Ability to maintain favorable public relations. Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.

Proven ability to think strategically, including providing leadership and direction on projects and in situations with undefined goals, expectations, or outcomes.

Demonstrated ability to persuade others and analyze complex information and to coordinate resources to accomplish organizational goals and objectives.

Possess excellent organizational skills and an ability to solve problems. Skill in organizing schedules and coordinating associated resources.

Ability to gather and analyze data and prepare accurate and timely reports, memoranda, letters, and responses to requests for information. Ability to communicate and present information effectively.

Demonstrates proficiency in the use of information technology including software applications related to areas of responsibility. Extensive knowledge of Microsoft Office programs and social media platforms.

Proven ability to maintain a professional leadership image to the organization and the public, both on and off duty. Ability to routinely demonstrate a commitment to the mission, vision and values of the City.

Ability to critically assess situations and solve problems, to work efficiently and under stress, and to perform within deadlines and with changing work priorities.

Ability to effectively train, lead, and motivate employees and to supervise and evaluate the work of others.

Possess a valid driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those the employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in an office setting. The employee may regularly be required to travel to multiple locations within the City, to other communities, and out of state. Duties may be performed in and around various facilities, businesses, and construction sites. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are dangerous. The employee may be exposed to uncontrollable environments and circumstances,