ASSISTANT TOWN MANAGER

Department:	**Town Manager**	Class Code:	**40**
Reports to:	**Town Manager**	FLSA Status:	**Exempt**

GENERAL PURPOSE: Under administrative direction, manages and directs the operations of Information Technology, Library, Channel 13 Access Channel, Prosecutor's staff and Geographic Information Systems, Administrative Pool and the Safety Committee. Responsible for the essential duties and responsibilities listed below as well as for assistance to the Town Manager and for promoting collaborative and unified public service among all Town departments.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides supervision and direction to the management areas of Information Technology, Library, Channel 13 Access Channel, Prosecutor's staff Risk Management, Geographic Information Systems and Administrative Pool.
- Reviews policies, budgets, operations and procedures for each area of responsibility and for Town-wide processes;
- Manages projects as directed by the Town Manager or by the Town Council; attends Council meetings; provides feedback to respective parties, including the CDBG grant, re-write of policies and procedures, research on various programs and their potential implementation and communication to various parties.
- As necessary, will represent the Town Manager to any citizen groups and act as a point of contact, keeping the Manager and/or the Council apprised on matters of concern, working with department heads toward the fulfillment of the Town's mission, goals, objectives, and help to ensure collaborative and unified public service among all departments.
- Prepare and update various lease agreements or service contracts between outside parties and the Town.
- Serves as ambassador for the Town; serves the role of ombudsman; acts in the role of Deputy Town Clerk as needed; attends various meeting or activities as a representative of the Town.
- Interprets and explains state and federal rules and regulations; participates in the interpretation and correct application of policies and procedures while maintaining confidentiality.
- Reviews various activity reports.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Serves as acting Town Manager in the Manager's absence.
- Assists the Manager in the formulation of organizational design, administrative regulations, and Town policies and procedures.
- Act as an assistive resource to Human Resources for organization development and training purposes.
- Act as interface with the Police Officer's Association (POA) for their annual Memorandum of Understanding with the Town;
- Serve as liaison with community organizations, including the School District, Fire District, Chamber of Commerce, CCEO, and any other community organizations.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals, core values and priorities in compliance with all policies and procedures.
- Assist, at the Town Manager's discretion, in economic development initiatives.
- Attends as alternate representative on the Board for Yavapai Combined Trust.

MINIMUM QUALIFICATIONS:

Education and Experience:

Master's degree in Public Administration or a closely related field and five years of management administration experience that includes project management in a government setting or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Possession of a valid State of Arizona driver's license.

Required Knowledge of:

- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of project management.
- Principles and practices of human resource administration preferred.
- Principles and practices of project management.
- Principles and practices of leadership.
- Principles and practices of public administration and the public process.
- Town codes, Personnel manual and Town General Plan.
- Arizona state statutes and personnel laws and processes.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Evaluate various programs and make recommendations.
- Coach and supervise employees.
- Evaluate the need for training and provide same.
- Work with all levels of an organization and provide technical guidance and consultation in making strategic decisions.
- Interpret laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 20 pounds.

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
				40	Exempt	
Revised		1/2016		40	Exempt	

APPROVED: _____ **DATE:** _____