



## Career Opportunity

<b>Job Title:</b>	<b>Assistant City Manager</b>
<b>Grade: 35</b>	<b>Hiring Range: \$71,480.00-\$110,795.00</b>
<b>Apply to:</b>	Human Resources Department, City Hall, 601 Gloucester St., (2 <sup>nd</sup> Floor) Brunswick, GA 31520, an Equal Opportunity Employer or online at <a href="http://www.brunswickga.org">www.brunswickga.org</a> .
<b>Apply by:</b>	<b>February 8, 2019</b>

### Job Summary

Under the administrative direction of the City Manager, this position is responsible for assisting the City Manager with administrative, managerial, and day-to-day operational duties as assigned by the City Manager. Responsibilities include coordinating and directing the activities and operations of all departments; overseeing and directing assigned programs and functions of the City; and, coordinating activities with City officials, departments, outside agencies, organizations, and the public. The employee is directly assigned to supervise human resources, employee benefits, risk management, budget, grant development, project management, and information technology services, and related projects or work that may be assigned. The employee will assist in conducting program delivery duties within Human Resources.

### Essential Functions of the Job

1. Assumes the duties of and represents the City Manager in his/her absence or when directed by the City Manager.
2. Provides direct assistance to the City Manager in any and all facets of City operations.
3. Assists in directing, coordinating, and implementing the City's goals, objectives, and priorities. Assists the City Manager in planning, coordinating, analyzing, implementing, and managing City programs and policies; may coordinate with Department Heads to develop strategic plans to obtain desired objectives.

4. Acts as liaison in coordination between the City Manager and other departments, as directed or as needed to implement assigned projects.
5. Assists in formulating and implementing City administrative policies and procedures.
6. Plans, coordinates, directs and implements special projects and programs for the City; develops and reviews ongoing special programs and makes decisions concerning implementation of new ideas and concepts. Work often includes development of a project plan and a project schedule, research of alternatives, cost-benefit analysis, and the development of project implementation feasibility documents. Provides reports on progress of assigned projects, as well as on key measures maintained by the City Manager.
7. Assists in developing agenda items, background material, and presentations for City Council, including but not limited to assisting the City Manager with his/her presentations.
8. Attends and makes presentations at City Council meetings and other City-related meetings, as required. Interacts directly with and acts as a liaison to City Council members and serves as a liaison to various committees and organizations.
9. Assists the City Manager in the preparation, coordination, review and presentation of the City's annual operating and capital improvement budgets, including coordination with Finance Department staff.
10. Responds to complaints and/or inquiries on behalf of the City Manager after thorough research and investigation.
11. Plans and manages the programs of administrative services of the City to meet the objectives established by the City Commission and the City Manager.
12. Oversees all human resource functions for the City; Provides position control and oversees City recruitment and selection processes; Provides direction in classification studies.
13. Ensures the effective administration of the City's benefit plans.
14. Assists in the development of performance standards and programs throughout the City.
15. Acts as advisor to the City Manager, other City officials, employees and the public on, human resources, employee benefits, budget, grant development, and information technology
16. May represent the City and the City Manager to management staff, employees, and outside agencies; create, present and explain City programs, policies, and activities; and negotiate and resolve sensitive, significant, and controversial issues.
17. Identifies complex policy issues and work with departmental staff to create, present and implement comprehensive solutions with approval of City Manager and City Commission

18. Meets with other Department Directors, supervisors and/or employees to discuss programs or inquiries, answer questions, address challenges and resolve issues which may arise in the course of daily business, including, but not limited to human resources, budget, grant development/administration, information technology customer service and intradepartmental issues.
19. Proactively monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assess and monitors workload administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and directs the implementation of changes.
20. Directs the effective delivery of IT networks, network/software development, and disaster recovery systems and processes.
21. Works with IT staff, consultants and the City management team to provide efficient technology implementation and to enhance current technologies to improve City services.
22. Demonstrate by personal example the service excellence and integrity expected from all employees by representing the City in a professional manner within our organization, to the general public, and with other agencies.
23. Performs other management and technical duties as assigned.

**Other Tasks and Responsibilities** Performs other related duties as appropriate in support of customer needs and organizational goals.

**Knowledge, Skills, Abilities, and Other Characteristics:**

1. Broad-based knowledge of typical municipal government operations, programs, and services.
2. Knowledge of applicable laws and regulations affecting public sector human resources management, employment law, employee benefits, public records and information technology.
3. Knowledge of the use of automated applications to support municipal administrative activities.
4. Ability to prepare short and long-term plans and budgets. Ability to plan for appropriate resources and to provide services within budget.
5. Ability to design programs, organize, staff, and direct the full range of activities to support employees in City programs and services.
6. Ability to direct and manage the cost effectiveness of program activities city-wide, including Human Resources, Employee Benefits, and Information Technology services.
7. Ability to manage work, lead others, to delegate responsibility, to train, guide, and develop the skills of staff, and to effectively evaluate performance.

8. Interpersonal communication skills sufficient to develop and maintain effective business, community, and organizational relationships. Ability to communicate effectively, orally and in writing. Ability to speak before a small group.
9. Ability to work as a leader within the management team and to promote the goals and objectives of the overall City government organization.
10. Ability to maintain accurate records, to prepare effective reports, and to make effective presentations.
11. Ability to serve as a positive role model. Ability to help create a positive work environment which encourages individual and team growth and development. Ability to assist in positive conflict resolution.
12. Ability to gather and deploy resources appropriate for the task.
13. Ability to anticipate problems and proactively resolve them. Ability to apply problem solving skills, considering all reasonable alternatives, and to resolve or recommend problem resolution.
14. Ability to manage multiple tasks, and to be flexible in changing priorities. Ability to organize, schedule, and prioritize work effectively and to assist others in same. Ability to manage time such that deadlines are met.
15. Ability to maintain confidential information.
16. Ability to effectively balance the needs of the organization with those of the individual employee or citizen.
17. Willingness and ability to demonstrate commitment to the job, team and organization.
18. Willingness and ability to perform other related duties, as appropriate, in support of customer needs and organizational goals.

**Minimum Requirements (Education, Experience, Training, Certifications/Licenses)**

Bachelor's degree from an accredited four-year college or university with major coursework in public administration, human resources, or a related field. A Master's Degree in public administration is preferred. Five (5) years experience in the administration of local government services to include human resources, employee benefits, budgeting; or an equivalent combination of training, education, and/or experience. Technical training in information technology and/or grant management preferred. Safe driving record and valid driver's license. Pre-employment drug screening required. Motor Vehicle Records history and Criminal Background check required.