

ASSISTANT CITY MANAGER
(Cities of Peekskill & Rye)

GENERAL STATEMENT OF DUTIES: Works with the City Manager in handling the City's administrative functions and affairs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this position is directly involved with the general administration and operational functions within the city, including both non-public and public work units. The assignments carried forth are at the request of the City Manager. This position is both a line and staff position involving the direction of certain units and staff functions for the City Manager. The position entails a high degree of professionalism, independent judgment and the overall ability to work with all levels within a City government.

EXAMPLES OF WORK: (Illustrative Only)

Acts for the City Manager as directed and in his/her absence;

Administers and oversees various City Department programs to assure sound management and fiscal restraint and appropriateness of services being provided;

Administers and oversees specific programs, in relation to public works functions (i.e. street lighting and maintenance; water and sewer systems upgrading; buildings and grounds improvements; contractual services);

Provides administrative support to Department Heads;

Coordinates and analyzes information from Department Heads to make appropriate recommendation and/or take necessary action directly;

Provides City Manager with oral and written information as requested, such as updates on department activities and personnel, special programs;

Develops and prepares reports, grant proposals, applications, contracts, statistical and financial abstracts;

Works with City Manager to prepare for contract negotiations, budget hearings and Council meetings;

Carries out investigations and presents findings pertaining to proposed suggestions, programs, and automation of various functions;

Represents the City Manager in dealings with public officials, consultants, Council members, City employees and the general public;

May be assigned complete charge of any operating unit and/or functions for a period of time;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of principles, practices and organization of municipal government administration; thorough knowledge of principles of public administration; thorough knowledge of the concepts and techniques of municipal operational planning; good knowledge of research methods and fundamentals of statistics; ability to interpret and make clear and concise analyses of facts, figures, and processes; ability to prepare clear and present oral and written reports; ability to direct and oversee the work of others; ability to meet and deal with the public effectively; honesty; integrity; sound judgment; resourcefulness; dependability; physical condition commensurate with the duties of the position.

DESIRABLE ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree and either: (a) Master's Degree in Public Administration or closely related field and three years of experience in the field of public administration; or (b) five years of experience in the field of public administration; or (c) a satisfactory equivalent combination of the foregoing training and experience.