

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Assistant City Manager
DEPARTMENT: Administration
REPORTS TO: City Manager

SALARY GRADE: 23
FLSA STATUS: E
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

This position assists the City Manager in ensuring that City Council's policies are implemented, works with and advises department heads and other personnel, assists with budget preparation, and is responsible for special projects. This position also acts as the City Manager in his/her absence.

ESSENTIAL JOB FUNCTIONS:

Serve as Acting City Manager in Manger's absence. Represent the City Manager at meetings and in communication with the City Council, community groups, and outside agencies and organizations. Sign checks and purchase orders in absence of City Manager or City Treasurer.

Prepare materials for City Council meetings, attend meetings, write minutes and assist in implementing Council actions following these meetings.

Develop the City's annual legislative program. Analyze, monitor and report on County, State and Federal legislation of interest to the City. Interact with elected and appointed officials at higher levels of government. Make recommendations to City Manager and Council regarding the City's position on legislative matters. Attend and participate in County and State legislative hearings and intergovernmental meetings and testify on legislation.

Prepare and administer budgets for Capital Projects, Building Capital Reserve and Replacement Funds. Review budget requests and proposals and evaluate need and justification. Assist with preparation and analysis of other budgets. Develop and maintain spreadsheets.

Address and resolve requests and complaints from residents and other stakeholders. Follow-up and provide appropriate responses.

Assess and analyze complex issues and problems. Recommend appropriate actions related to City operations. Research and develop policies, memoranda, directives, letters and other correspondence.

Administer Community Development Block grant program. Develop and submit grant applications and reports. Attend meetings and work with County CDBG officials.

Represent the City Manager in collective bargaining negotiations. Evaluate labor contract proposals and develop counter proposals. Assist with contract implementation. Provide guidance and interpretation of labor contract terms.

Administer and oversee special projects and activities and other duties as assigned. Recurring projects include: Electricity Purchasing Cooperative, Biennial Election Questionnaire, Playground Agreement, Emergency preparedness and Memorial Guidelines. Past projects have included: conference planning, liaison for Legislative redistricting, Administration of NORC Grant/Creation of GAIL program, Energy Performance Contracting and Peace Month Program.

Meet with department heads, assistant department heads, and others to determine courses of action. Provide guidance, advice and direction to other City staff.

IMPORTANT JOB FUNCTIONS:

Supervise administrative/clerical staff. Provide direction and guidance. Prepare performance evaluations.

Serve as liaison to the Community Relations Advisory Board. Organize and facilitate meetings and develop and draft reports.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's degree from an accredited four-year college or university in Public Administration, Political Science, or a related field; and,

Four to five years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Budget development policies and procedures.

Labor negotiations, local government management and project management.

All applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Local, state and federal laws and current city ordinances.

Skill in:

Communicating orally and in writing with internal staff and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

Ability to work independently, multitask, exercise sound judgment, make decisions on behalf of the City and coordinate and organize multiple projects.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to grasp, handle, or feel objects; speak and hear; read and write; keyboard; and occasionally lift, carry, push or pull objects weighing up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbents working conditions are typically quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.