

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Assistant City Manager

Pay Class: Assistant City Manager

FLSA Exempt

DEFINITION

Under direction of the City Manager, provides overall executive direction to public works, utilities, engineering, and community development; develops current and long range planning goals and objectives; develops and implements changes in Department Policies, practices and procedures; designs and writes land development control ordinances, development agreements and related City ordinances; coordinates activities with other Department Heads, City Officials or outside agencies and organizations, provides responsible and complex staff support to the City Council and City Manager; acts as City Manager in the absence of the City Manager; plans, develops and directs all projects involving streets, alleyways, buildings, parks, natural gas, water, sewer and other closely related functions; provides leadership and guidance to assigned staff, stays abreast of environmental affairs, government regulations and grant and loan programs; prepares and controls department, division and capital improvement budgets; supervises contracts related to department operations; and performs other related work.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Initiates studies in planning/zoning issues, development of ordinances, business regulations, review of permits, environmental assessments, etc.; monitors project activities and progress to assure implementation of general plan; issues interpretations of City zoning, planning and related ordinances and regulations.
- Directs personnel and delegates assignments; reviews performance and makes decisions affecting job retention, advancement and discipline; participates in the recruitment and selection of Department staff; develops and conducts staff training.
- Provides technical insight and recommendations related to planning and development policies, goals and objectives to the City Council and City Manager; receives directives; directs and conducts research; formulates implementation options and strategies; converts strategies to action plans with timetables and deadlines.

- Develops Department, Division and Capital Improvement budgets and monitors fiscal controls to assure conformity with established financial constraints; gives final approval for Department disbursements; participates in City-wide fiscal planning processes.
- Develops, organizes and facilitates on-going comprehensive planning processes and procedures for current and long range needs; participates in the development and maintenance of City general plan; identifies alternatives for converting policy ideas into action plans affecting City development, expansion, transportation and related public programs.
- Performs professional analysis and conducts feasibility studies; prepares and analyzes reports and statistics; prepares a variety of reports related to project progress; directs the coordination of projects with other departments or governmental agencies.
- Oversees various special function areas related to subdivision and site plan development, conditional use and signing, zoning proposals, land acquisitions, building authorizations and permits; oversees priority studies related to population, housing, social, economic, transportation and similar issues or concerns.
- Prepares Planning Commission Staff Reports; analyzes general plan, policies, ordinance compliance, negotiated development exactions, performance standards and recommends approval or denial of requests; prepares written reports in response to public requests for zoning applications and various ordinance changes; implements land development ordinances; maintains records, logs and pertinent reports.
- Coordinates planning projects related to policy development, land use, demographic analysis, housing, economic development/impact, transportation, environmental assessments, etc.; directs or conducts planning research and studies; oversees project development and progress to assure timely completion; presents findings to City Manager and/or Planning Commission.
- Provides professional advice to City Council, City Manager, Planning Commission and related advisory planning boards.
- Reviews and updates ordinances and policies affecting planning, zoning, development and related departmental areas; drafts proposals for amendments to ordinance or policies.
- Meets with the public, developers, property owners and City officials; discusses planning, zoning, and development issues; interprets information in City ordinances and policies; identifies problem areas; negotiates options for compliance.
- Reviews and approves landscape plans for compliance with City ordinance; monitors building setbacks, signing requirements, driveways, parking lots, dumpster utilization/placement and related site compliance concerns; may assist in code enforcement.
- Reviews commercial and residential building permit applications to assure compliance with City zoning ordinances; provides signature approval for compliance, denies issuance of permits for non-compliance; assists builders and developers by identifying actions needed to secure compliance.

- Prepares and updates various land use and planning maps; operates computer to generate computerized maps, conduct various research and to solve planning problems; assists in maintaining effective software.
- Assists with economic development.
- Accepts full responsibility for all Department and Division operations and services including activities associated with the operation and maintenance of streets, alleyways, sidewalks, parks and all aspects of water distribution, natural gas distribution, water treatment, wastewater, capital projects construction, environmental affairs and government regulations.
- Develops, implements and maintains Department and Division goals, objectives, policies and priorities for appropriate service areas; ensures that established goals and priorities are achieved.
- Provides direction to Division Managers in the design, construction, repair, maintenance and review of public works and utility projects; assigns work activities and responsibilities; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Develops and/or updates the Capital Improvement Program and other plans involving the municipal infrastructure; coordinates capital improvement projects.
- Reviews and evaluates service delivery methods and systems including administrative and support systems and internal relationships, identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.
- Prepares and monitors Public Work grants and Department and Capital Improvement budgets; approves expenditures; makes adjustments to the budget as necessary; develops conceptual plans and objectives, coordinates activities and ensures compliance with applicable regulations and reporting requirements to provide optimum support for ongoing operations.
- Oversees the preparation of plan specifications, selection criteria, bid proposals and competency of contractors; monitors and inspects the work to ensure quality and compliance with time and budget parameters; recommends acceptance of completed projects.
- Monitors the condition of the City's infrastructure, including streets, sidewalks, curbs, alleyways, gutters, buildings, equipment, storm drains, water facilities, parks, landscape and other related facilities and equipment for maintenance, repair and replacement.
- Attends City Council meetings and work sessions. Evaluates issues and options regarding Department and Divisions; prepares agenda items and a variety of reports and studies; presents information and makes recommendations and alternatives.
- Acts as City Manager in the absence of the City Manager.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry*

into the class and do not necessarily convey the qualifications of incumbents within the position.

Education: A Bachelor's degree from an accredited school with major course work in public administration, civil engineering, planning, business administration or a related field. Master's degree is highly desirable.

Experience: Five (5) years in community planning, economic development, public works, civil engineering or a related field and at least two (2) years in a supervisory capacity.

Certification : Possession of American Institute of Certified Planners (AICP), Water Treatment, Water Distribution and Wastewater Certificates desirable.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

NOTE: *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KAS's necessary to perform essential tasks of the position.*

Knowledge of: Modern methods, procedures, organizations and functions of municipal administration; current social, political, and economic trends and operating problems of municipal government; principles and practices of municipal budgeting and finance; local and state legislative processes; applicable federal and state laws, rules and regulations regarding local government operations; principles and techniques for maintaining effective Council/staff and public/staff relations; philosophy and common practices of public personnel administration; methods of analyzing, evaluating and modifying administrative procedures and principles of organization and management; principals of effective public relations and interrelationships with community groups and agencies, private businesses and firms and other levels of government.

Skill and Ability to: Serve effectively as the administrative agent of the City Council; provide effective leadership and coordinate the activities of a full service, municipal organization, including housing and redevelopment and economic development programs; analyze, interpret, summarize and present administrative and technical information and data in an effective manner; appraise situations and people accurately and quickly and adopt an effective course of action; work with and coordinate the activities of administrative officials while encouraging their development as administrators; plan and enforce a balanced budget; analyze City organizational and administrative problems, adopt an effective course of action and provide leadership to others in such action; prepare clear and comprehensive written reports; select, supervise, train and evaluate staff; establish and maintain cooperative relationships with City officials and employees, the general public and representatives of other agencies in the capacity of agent for the City Council; facilitate group participation and consensus building; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

Ability to work in a typical office setting with appropriate climate controls and outdoors with hot or cold temperatures; hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer video screen; sitting for extended periods of time; occasional walking to other offices and standing for long periods. Bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer; typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment and be flexible and sensitive in response to changing situations and needs.

Approved by: _____ Date _____
Marissa Trejo, City Manager