

City of Chesapeake
Job Class Title: Assistant City Manager

Job Class Code: 0970	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the job classification (class) is to supervise staff, facilitate strategic planning and organizational development within the workforce in an effective and cordial manner, which is consistent with the City's CARE (courteous, attentive, responsive, and empowering) standards, and to assist the City Manager with oversight and management of administrative functions. The job class is responsible for developing strategic plans and monitoring implementation, coordinating and managing organizational development, and overseeing the City's process improvement program, intergovernmental affairs, Council preparation, and records management. The job class works within broad policy and organizational guidelines, independently plans and implements projects, and demonstrates progress of major activities through periodic reports and meetings.

TYPICAL TASKS
<ul style="list-style-type: none"> • Facilitate alignment of the City's work to Council goals by means of continuous improvement, supporting the needs of the community and organization through enhanced integration of strategy, transparency, innovation, and resiliency to achieve collective impact. • Work with City leadership to design and facilitate strategic organizational development initiatives and operational interventions consistent with the organization's objectives related to strategic planning, leadership development, change management, process improvement, coaching, and team building. • Monitor initiatives and strategy implementation to ensure departmental operation plans are aligned to the City's overarching strategies. • Research business trends (political, social, and economic) and conduct market research on organizational structure, development approaches, policies, programs, and strategies. Present research findings and associated recommendations to senior leadership. • Identify critical metrics to guide strategic initiatives; provide regular and ad hoc reports to management on key metrics. • Work with leadership to anticipate organizational risks and develop mitigation strategies. • Conduct organizational reviews to determine effectiveness and identify opportunities for improvement. • Implement programs to assess individual development and learning needs to create workforce development initiatives throughout the organization in support of succession planning. • Oversee the City's process improvement program, ensuring strategic alignment of project objectives with the City and program's goals; monitor outcomes on mission-critical projects and programs. • Manage and oversee the coordination and preparation of Council work session and meeting agendas as well as related packages for presentation. • Provide oversight for the City's records management program, including Freedom of Information Act (FOIA) response coordination. • Manage and oversee the City's legislative affairs, ensuring appropriate advocacy efforts are carried out at the state and federal level. • Attend or conduct staff, department head, City Council, or other professional meetings and provide support to elected officials who serve on national or state committees and organizations. • Complete special projects and perform other job duties as assigned.

GENERAL STANDARDS	
Data Involvement	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.

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Interpersonal/People Involvement	Ability to work with people in courteous, attentive, responsive and empowering manner. Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios, proportions or measurements, logarithmic, or geometric construction.
Language Requirements	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participates in panel discussions and speaks extemporaneously on a variety of subjects.
Mental Requirements	Performs advanced professional level work in the analysis or interpretation of methods of a scientific, engineering, or legal nature and formulates recommendations on the basis of such analysis.
Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	<ul style="list-style-type: none"> • Requires a thorough working knowledge of municipal organizations and operations and related familiarity with state, federal and other local agencies and organizations. • Requires a thorough working knowledge of strategic planning and organizational development concepts and approaches. • Requires a thorough working knowledge of public policy philosophies and concepts.
Skills	<ul style="list-style-type: none"> • Requires skill in performing research and analysis using standard methodology and techniques and using those techniques in the preparation and presentation of reports in a clear, concise manner.
Abilities	<ul style="list-style-type: none"> • Requires a highly developed ability to propose, interpret, and evaluate policy and initiatives. • Requires the ability to present and articulate ideas and proposals clearly and concisely. • Requires the ability to handle a variety of issues with tact and diplomacy in a confidential manner.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in public policy, public administration, or a public service related field.
Experience	In addition to satisfying the vocational/educational standard, this job class requires a minimum of three years of progressively responsible management experience in local government administration, strategic planning, and/or organizational development.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

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