



JOB DESCRIPTION

TITLE: Assistant City Manager
DEPARTMENT: Administration
GRADE: 23
FLSA: Exempt
EEO DESIGNATION: Officials Administrators
REVISION DATE: 11/09/2020

POSITION SUMMARY

Under the direction of the City Manager, provides professional support and assistance to the City Manager, and performs a variety of professional, administrative, and managerial duties including identifying, analyzing, proposing and implementing solutions to operational problems . The Assistant City Manager may be assigned specific responsibility in one or more functional areas of city government, including the supervision of Department Directors or other City personnel. The Assistant City Manager may act as City Manager in the City Manager's absence.

This position is an appointed position and is exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

ESSENTIAL FUNCTIONS:

- Lead assigned City Departments by establishing vision, goals, objectives, and measurable outcomes.
- Advise City Manager on City issues including, but not limited to: personnel matters, relationships of elected officials, pending legislation, budget, agendas, resolutions and ordinances, and policies and procedures.
- Work directly with Department and Division Directors on day-to-day issues, special projects, and urgent problems to craft solutions and implement or improve programs.
- Responsible for the City of Draper's loss control and workplace safety programs; investigates, evaluates, and resolves liability, property and auto claims; compiles and interprets risk management data and insurance plans; and prepares training with an emphasis on prevention of injuries, occupational diseases, vehicle accidents, equipment and material damage, and City liabilities.
- Create, coordinate and implement risk management strategies and policies for all city departments.
- Plan, organize, coordinate, supervise and evaluate the work and activities of the City Recorder, Facilities Manager, Human Resource Director and support staff.
- Attend various meetings such as council meetings, board meetings and community meetings as required.
- Carry out the policies and programs established by the Draper Mayor and City Council, under the direction of the City Manager. Compile, write and edit activity reports, agenda



JOB DESCRIPTION

reports, committee reports, memos and correspondence on behalf of City Manager, Mayor and City Council.

- Work to establish effective and positive relationships with both appointed and elected officials of surrounding communities and seek to develop cooperative programs to benefit the residents of Draper City.
- Represent the interest of the City with the public, government agencies, community organizations and City departments as assigned by City Manager.
- Participate in the preparation and coordination of the City's strategic planning documents, including the annual budget, capital improvement budget, and other financial plans.
- Serve as the acting City Manager in his/her absence.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

A Bachelor's degree in public administration, business, or other related field and at least seven (7) years of progressive responsible experience in municipal management is required. Two (2) of the years of experience must have been as an Assistant City Manager or department director. It is preferred that the Assistant City Manager will have graduated from an accredited college/university with a Master's degree in public administration, or related field.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of principles and practices of municipal government.
2. Develop and maintain associations with employees, public officials, and the public that engender trust, confidence, and positive working relationships.
3. Maintain confidences and practice business in an ethical manner that achieves defined business results.
4. Gather, analyze, evaluate, interpret facts, and prepare and present them in a concise manner.
5. Receive, give, and explain verbal and written instructions.
6. Exercise initiative and sound judgment and react resourcefully under varying pressure conditions. Highly skilled in multi-project planning, scheduling and control.
7. Ability to develop, maintain, and manage a team of professionals to achieve goals and objectives.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Functions of the position generally performed in a controlled environment, but subject to seasonal and weather extremes, and travel conditions. Various levels of mental application required, i.e., memory for details, discriminating thinking, creative problem solving. This position requires the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, jump, and the physical mobility to negotiate around different types of physical locations throughout the City and emergency situations. Considerable exposure to stress related to time deadlines and working conditions.



JOB DESCRIPTION

Unconventional working hours including long hours, weekends and holidays as needed. May occasionally drive a motor vehicle. This position has constant exposure to stressful situations as a result of human behavior.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age. The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.