

CITY OF MIDDLETOWN

Position Description

Date: February 8, 2021

Position Title:	ASSISTANT CITY MANAGER
Department/Division:	City Manager's Office
Reports To:	City Manager
Classified or Unclassified:	Unclassified
Exempt or Non-exempt:	Exempt
Union or Non-union:	Non-Union
Salary Range:	164

Position Summary

The Assistant City Manager reports directly to the City Manager and assists in duties related to the day-to-day administration and long-range goals and objectives of the City of Middletown. This position may serve as acting City Manager in the City Manager's absence. Position exercises both functional and line authority over department directors and subordinate personnel to accomplish necessary tasks for smooth operation of the City government.

Under the direction of the City Manager, ensures that all City Council established programs, policies and initiatives are carried out in a timely manner and in accordance with the prescribed administrative policies and procedures. Position takes an active role in communicating the status of projects and issues to the City Manager and in keeping the City Manager informed of all activities, progress, and any problems. Facilitates an effective flow of information to department directors regarding changes in regulations, procedures, or policy, and obtains information from them with respect to project concerns and progress.

Position conducts operational and performance audits to examine and evaluate the management controls of City departments and programs.

The Assistant City Manager has a close working relationship with the City Manager and acts as an advisor to the City Manager. Position is responsible for developing, planning, coordinating, and directing City programs and projects, to include detailed work with City Manager in developing and analyzing City strategic planning.

Work involves managing the operations and administrative affairs of the City as delegated by the City Manager.

Position Qualifications

1. Bachelor's Degree in Public Administration or Management, Business Administration, or other closely related professional field. Master of Public Administration or similar graduate degree preferred, supplemented by at least five years of progressive supervisory experience in a local government setting; or equivalent combination of training and experience.
 - a. Considerable knowledge of municipal government functions and responsibilities, to include thorough knowledge of the basic laws, ordinances, and regulations underlying the municipal corporation.

- b. Ability to plan, organize, prioritize, motivate, analyze, and evaluate the work of others; especially through the use of performance measurement processes.
 - c. Ability to quickly learn and use new skills and knowledge brought about by rapidly changing technology.
 - d. Ability to maintain positive relationships with members of the community, city department staff, and contacts at other government agencies.
 - e. Proficiency in Microsoft Office, Outlook, and other similar applicable operations to perform necessary organizational functions.
 - f. Ingenuity and inventiveness in the performance of tasks.
- 2. Sufficient personal mobility to permit visiting and conducting business in all of the City facilities.
 - 3. Possession of a valid driver's license.

Duties and Responsibilities (For Performance Appraisal)

- 1. Must be fully informed of City policy and operations, so in the absence of the City Manager, can fully assume administrative responsibility.
- 2. Participate, administer, and help direct the City's day-to-day operations to assure effective delivery of services to the City of Middletown.
- 3. Principal advisor to City Manager. Totally familiar with key community and City government issues and problems, to ensure a timely and consistent decision-making process and compliance with the City of Middletown's policies and procedures.
- 4. Serve as City Manager's representative upon request of City Manager, on committees and commissions as assigned by the City Manager. Must be aware of City Manager's thinking on various issues to communicate the City Manager's position, philosophy, and ideas to the public, City Council, City employees, state, regional, federal, and private officials and organizations.
- 5. Maintain an effective flow of communication between City staff and the City Manager to keep the City Manager informed of progress and to ensure the identification of key issues for consideration by the City Manager and the City Council. Manage departments as requested by the City Manager.
- 6. Ensure quality customer service to Middletown citizens and customers. Investigate public complaints and makes appropriate recommendations to resolve problems.
- 7. Conduct research and studies, and prepare reports on administrative and operational matters as requested. Work to develop and analyze recommendations and solutions.

8. Communicate effectively both orally and in writing to make presentations to a variety of groups and organizations, both locally and regionally.
9. Attend City Council meetings.
10. May serve on City labor negotiating team, and/or as City representative in various negotiation or representative settings.
11. Develop and work in a team effort to accomplish City goals.
12. Perform other work duties, assignments, and responsibilities as required.