

## CITY OF TOPPENISH

### Class Specification

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**Title:** Assistant City Manager

**Department:** Executive

**Reports To:** City Manager

**FLSA Status:** Exempt

**Salary Range:** \$7,173 to \$9,324

**Effective Date:** June 30, 2022

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#### **General Summary**

This position provides highly responsible, professional administrative work that assists the City Manager in the performance of managerial duties and oversight of City departments, programs, and operations.

Work is performed under the general direction of the City Manager, and consistent with municipal management practices, City ordinances and policies, applicable state, and federal laws. This position is responsible for planning, directing, managing, and overseeing the activities and operations of an assigned set of City departments. Coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager and serves as Acting City Manager in the Manager's absence. Exercises direct supervision over subordinate management, professional, technical, and clerical staff.

#### **Essential Functions/Major Responsibilities**

Provides highly responsible administrative staff assistance to the City Manager; and assists in developing, planning, and implementing goals and objectives for the city.

Assists the City Manager in labor relations/negotiations, advises the City Manager on collective bargaining matters relating to wages, hours, and working conditions, or related matters impacted overall morale.

Assumes full management responsibility for the services and activities of assigned departments; and recommends, implements, and administers policies and procedures.

Manages the development and implementation of the assigned departments' goals, objectives, policies, and priorities for each assigned service area; establishes, within City policy, appropriate service, and staffing levels; and allocates resources accordingly.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of changes.

Represents the City and the City Manager to management staff, elected officials, and outside agencies; explains, interprets, and provides rationale for the City programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues.

Participates in the selection, training, motivation, and evaluation of the City staff; provides or coordinates training and works with employees to correct deficiencies; and implements and administers disciplinary and termination procedures per policy.



Provides leadership and professional expertise to all management staff, and all staff within assigned areas aimed at developing and retaining a highly competent public service-oriented and team-cultured staff through; selection, ongoing professional development, and the practice of day-to-day management practices to inspire and motivate others to perform well, effectively and positively influence the actions and opinion of others, listening and accepting feedback, and providing appropriate recognition.

Plans, directs, and coordinates, through subordinate-level managers, the assigned departments' work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures.

Ensures professional development of assigned staff in areas of; technical expertise, customers service, strategic planning/thinking, familiarity City codes, standards, and code of ethics.

Assists the City Manager in in the development and administration of the City budget; and within assigned areas of responsibility, directs the forecast of funds needed for staffing, equipment, materials, and supplies; directs and approves expenditures; and directs the preparation and implementation of budgetary adjustments, as necessary.

Coordinates assigned departments' activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager and City Council; and prepares and presents staff reports and other necessary communications.

Meets and confers with citizens and business interests to remedy problems and discuss City policies and procedures; responds to and resolves sensitive inquiries and complaints from both internal and external sources; and acts as City Manager as required.

Reviews higher-level communications and agreements in assigned areas per policy, including professional service agreements, public works contracts, grant applications, external communications for City Manager's execution or City Council's authorization for execution.

Attends City Council meetings and takes necessary action regarding Council agenda items, actions, or concerns.

Provides or coordinates staff support to a variety of boards and commissions; and serves on intergovernmental and citizen committees.

Attends and participates in professional group meetings; and stays abreast of current trends and innovations in the fields of public relations and public administration.

Reviews and analyzes reports, legislation, court cases, and related matters; and directs or personally conducts studies, research, and investigations on a wide variety of administrative and technical areas.

Performs related duties and fulfills responsibilities as required.

### **Job Requirements**

Bachelor's Degree from an accredited college or university with major coursework in Public or Business Administration or a related field.

Ten (10) years of increasingly responsible experience in municipal government including five (5) years of administrative and supervisory responsibility. Or Equivalent combination of education and experience.

Valid Washington State Driver's license.



### **Knowledge, Skills, and Abilities**

Knowledge of operational characteristics, services, and activities of municipal administration and organization.

Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Knowledge of advanced principles and practices of municipal budget preparation and administration.

Knowledge of principles of leadership, supervision, training, and performance evaluation.

Knowledge of organization, function, and authority of various City departments.

Knowledge of pertinent Federal, State, and local laws, ordinances, statutes, and regulations.

Knowledge of modern and complex principles and practices of public relations and public information.

Knowledge of principles and practices of collective bargaining and labor contract administration.

Skill in utilizing a personal computer and associated software programs.

Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services for the City.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of established goals.

Ability to identify and respond to community and City Council issues, concerns, and needs.

Ability to prepare and administer a complex departmental budget and allocate limited resources in a cost-effective manner.

Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Ability to provide administrative and professional leadership and direction to subordinate staff.

Ability to communicate clearly and effectively, both verbally and in writing.

Ability to prepare and present clear and concise administrative and financial reports.

Ability to establish and maintain effective working relationships with City staff and officials, other government officials, community groups, the general public, and media representatives.

### **Physical Requirements**

Physical requirements include visual acuity, speech, and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment. Subject to sitting and standing to perform the essential functions. Working conditions are generally in an office environment but will require frequent site visits to review projects or City operations, and regular local or in-state travel. May be required to work with frustrated or angry or upset individuals unhappy with the implementation of City policies, decisions, and ordinances. Work will entail after hours work, including evening meetings.

**Assistant City Manager Supplemental Assignment of Responsibilities and Delegation of Authority:** In addition to the general responsibilities outlined in the Assistant City Manager job description, the Assistant City Manager is assigned the specific areas of responsibility and titles as noted below.

**Assigned Departments/Areas of Responsibility:**

Public Works

Development Services

Information Technology

**Delegation of Authority**

This position is assigned the following capacities per Toppenish Municipal Code:

Public Works Director

City Engineer

Superintendent of Streets

Community Development Director

Code Enforcement Official

**Assignment Related Requirements**

Thorough knowledge of occupational hazards and safety standards applicable to work being supervised.

Thorough knowledge of the standard application of materials and methodologies to assigned areas of responsibility

Thorough knowledge of modern project management principles relating to operations and construction of public infrastructure.

Thorough knowledge of federal, state, and local requirements relating to the procurement of professional services, materials, and public work contracts.

Thorough knowledge of external permitting process as relates to Domestic Water, Wastewater Treatment, Sewer Collection, Stormwater, Shoreline, municipal rights-of-way and working within WSDOT, BNR, etc., rights-of-way.

Thorough knowledge of the requirement for successful regional transportation planning, local transportation planning requirements, development of an annual Capital Improvement Plan, and external funding opportunities.

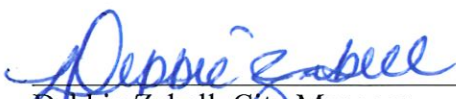
Ability to establish and maintain positive working relationships with the City's elected officials, staff, public, builders and developers, and external agencies/entities.

Ability to comprehend complex engineering drawings and documents, zoning code and regulations, long-range planning documents, land uses plans, regional plans, etc.

**Preferred Additional Qualifications:**

Licensed Professional Engineer (WA), Civil or Mechanical

APPROVED

  
Debbie Zabell, City Manager