

**TOWN OF GILBERT
CLASS SPECIFICATION
ASSISTANT TOWN MANAGER**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Management	E91	Exempt

CLASS SUMMARY:

This class is the third level in the Management series. Assistant Town Managers assist in the top management of the municipality and oversee departments, programs, or functions as assigned by the Town Manager. Assistant Town Manager's apply advanced management principles with critical impact on citizens and the organization. Incumbents exercise strategic and visionary thinking having long-term organization-wide application and impact; develop and implement programs critical to the Town; and exercise control and supervision of multiple assigned functions and/or departments and significant resources. Responsibility may cross multiple functional units within the organization. Positions will usually have responsibility for program outcomes across multiple functions and/or departments as assigned. Incumbents supervise staff including conducting performance evaluations, coordinating training; and implementing hiring, discipline and termination procedures.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

**PERCENT OF
TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 20%
Administers and directs municipal management support in the planning, organizing, development and delivery of services to the community. Provides general direction and guidance to department directors.	Daily 20%
Develops and assists the Town Manager in establishing and maintaining sound and effective management policies and procedures. Interprets and oversees the implementation of management policies and procedures. Ensures organizational compliance with applicable laws, codes, regulations and standards.	Daily 10%
Develops and/or assists in the implementation of new programs or enhancements to existing programs and in operational analysis and recommendations for organizational structure.	Weekly 15%

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Represents the organization and community at various national, regional and local meetings.	Monthly 10%
Directs the preparation and administration of the annual operating and capital budgets, identifying new funding sources and making budgetary recommendations to the Town Manager.	Monthly 10%
Performs other duties of a similar nature and level as assigned.	As Required

TRAINING AND EXPERIENCE:

Master’s Degree and 10 years of related municipal experience including 3 years of municipal management experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver’s License.

KNOWLEDGE OF:

- Advanced managerial principles, practices and techniques;
- Municipal administration principles and practices;
- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Financial management principles;
- Policy and procedure development practices;
- Municipal administration principles and practices;
- Strategy development principles and procedures;
- Modern office equipment.

SKILL IN:

- Managing, monitoring and evaluating staff;
- Interpreting and applying applicable laws, codes, regulations and standards;
- Providing cross departmental leadership and administration;
- Providing cross departmental strategic and tactical planning;
- Developing and executing budgets and policies;
- Managing financial resources;
- Developing and executing policies and procedures;
- Implementing cross departmental decision making;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: standing, walking, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to operating a motor vehicle and travel.

WORKING TITLES WITHIN CLASS SPECIFICATION:

ASSISTANT TOWN MANAGER – E91

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates LLC (BS)

Date: (11/12)

Draft finalized by Gilbert Human Resources (TT)

Date: (05/13)