

South Jordan City

Job Description

Title: Assistant City Manager
Org Code: 100300
Pay Grade: 32

Effective Date: 10.20.2020
FLSA: Exempt/Exec
Workers Comp: Municipal

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Provide professional support and assistance to the City Manager. Lead day-to-day City operations, including supervision of assigned Department Directors. Direct assigned committees and projects; assist in agenda development and preparation of the budget. Act as City Manager in the City Manager’s absence.

SUPERVISOR

City Manager

POSITION(S) SUPERVISED

Chief of Police Director of Administrative Services
Fire Chief Director of Development Services/City Engineer
Director of Public Works

ESSENTIAL JOB FUNCTIONS

- Meet performance standards established with the employee’s manager.
- Job attendance is required, except for authorized leave.
- Demonstrate an understanding of the mission and service values of South Jordan City in work and professional endeavors.
- 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.
- Lead assigned City Departments by establishing vision, goals, objectives, and measurable outcomes.
- Supervise subordinate personnel including hiring, performance management, coaching, and initiating corrective action.
- Hold regular Operations Staff Meetings to facilitate the reporting of tasks assigned, review directions of the City Council, make assignments, and share information.
- Serve as arbitrator or adjudicator of complaints filed against or between City departments, divisions, or programs.
- 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.
- Perform final review and ensure detailed review of all City contracts prior to submission to the City Manager.
- Respond to and resolve public inquiries and complaints.
- Conduct internal investigations; examine records of any City program or function as assigned to assure integrity of operations and prevent impropriety.

Ensure timely communication with elected officials, Departments, and employees at large.

Establish and monitor assigned budgets to accomplish goals and objectives, including status reviews to encourage annual sharing between Departments to facilitate meeting of City-wide needs and accountability.

Chair and/or participate on City standing and ad hoc committees as assigned.

Attend, participate, and make presentations at City Council meetings.

Complete assignments from the City Manager.

All or a majority of the essential job duties may be performed from a remote location.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree from an accredited school in a related field.

AND

B. Five (5) years of progressively responsible experience as a manager in municipal management;

2. Special Qualifications:

Valid Utah Class D Driver License

Master's Degree in a related field preferred.

3. Knowledge, Skills and Abilities:

Knowledge of:

Operations, services, and activities of a municipality.

Principles and practices of public administration.

Principles and practices of municipal budget preparation.

Principles and practices of public sector human resources management.

Principles and practices of program development and administration.

Principles of supervision, training, and performance evaluation.

Rules and regulations governing public meetings.

Rules and regulations governing public records.

Ability to:

Interpret and apply City policies, procedures, laws, and regulations relating to assigned duties.

Independently perform difficult administrative support services.

Provide responsible assistance to the City Manager.

Understand the organization of the City and outside agencies as necessary to assume assigned responsibilities.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Operate computer and City utilized software.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

4. Working Conditions:

Moderate physical effort, comfortable working conditions, and handling of light to moderate weights.

Intermittent sitting, standing, and walking. Common eye, hand finger and dexterity are needed. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving.

Travel required in normal course of job performance. May be required to

respond to incident scenes. Subject to extended exposure to computer monitors. Considerable exposure to

stressful situations as a result of human behavior and deadlines. May be required to work non-traditional hours.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Exempt	EEO-4 Class:	Official/Admin.
Location:	Chief of Staff Admin	EEOP Class:	Official/Admin.
Group/BU:	General Pay Plan	Tech-Net Match:	100