

City of Lockhart, Texas

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Assistant City Manager

Department: Administration

Pay Grade: The salary will be commensurate depending on qualifications and experience.

FLSA Status: Exempt

JOB SUMMARY

Under the supervision of the City Manager, the Assistant City Manager (ACM) will perform a variety of tasks within the organization. This position assists the City Manager in the planning, directing, management and review of the activities and operations of the City. The ACM assists City Manager in implementing the City Council's policies and goals, recommends policies and procedures to improve efficiency of City services, and implements and executes policies as established by the elected City Council. The ACM also provides strategic direction and leadership oversight to assigned City departments and functions.

ESSENTIAL JOB FUNCTIONS

- Attends City Council meetings and takes necessary action regarding Council agenda items.
- Directs the activities of assigned departments by meeting with department managers to assign projects and responsibilities, review and evaluate work methods and procedures, and identify and resolve problems.
- Ensure Lockhart residents are addressed with the highest degree of professionalism and outstanding customer service.
- Provides highly responsible management support to the City Manager; provides staff support to assigned boards and commissions.
- Monitors operations within the City and assigned areas to develop, recommend, and implement both short and long-range goals concerning policies, and programs; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and directs implementation of changes.

- Represents the City and the City Manager to management staff, elected officials, and outside agencies; explains, justifies, and defends programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues.
- Participates in the selection, training, motivation, and evaluation of the management staff; provides or coordinates training and works with employees to correct deficiencies.
- Participates in the development and administration of the City budget; directs the preparation and implementation of budgetary adjustments as necessary.
- Prepares for and responds to various City emergency situations and serves in the Emergency Operations Center (EOC) in a variety of assignments.
- Keeps the City Council, City Manager, and management staff apprised of matters that may impact Lockhart's plans, projects, operations, and costs.
- Fulfill the duties of City Manager during the City Manager's temporary absence.
- Performs other related duties and leading projects as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Public Administration, Business Administration, or related field; Master's Degree in Public Administration preferred. Five (5) to seven (7) years of progressively responsible experience in local government or the private sector, including experience with multiple operations, services, and activities in government, with at least five (5) years of management or supervisory experience. Five (5) years' experience as a City Manager, Assistant/Deputy City Manager, or the equivalent in a comparable or larger community is preferred. ICMA Credentialed Manager a plus.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities may be considered.

Licenses or Certifications:

- Possess and maintain a valid Texas Class C driver's license with a satisfactory driving record.

Special Requirements:

- Reside within 25 minutes of the Lockhart city limits or service area (within 60 days of hire) in order to provide oversight and control during emergencies within the City.

PHYSICAL DEMANDS

The work is light work. The employee is frequently required to apply 10 pounds of force to move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects. Additionally, the following additional physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

F	• Balancing: Maintaining equilibrium to prevent falling while walking, standing, or crouching.
O	• Climbing: Ascending, descending ladders, stairs, and ramps; requiring body agility.
O	• Crouching: Bending the body downward and forward by bending leg and spine.
R	• Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
O	• Grasping: Applying pressure to object with fingers or palm.
F	• Handling: Picking, holding, or otherwise working, primarily with the whole hand.
C	• Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.
O	• Hearing 2: Receiving detailed information; making discrimination in sound.
O	• Kneeling: Bending legs at knee to come to a rest on knee or knees.
O	• Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.
C	• Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
C	• Mental Acuity: Making rational decisions through sound logic and deductive processes.
O	• Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
O	• Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
F	• Reaching: Extending hand(s) and arm(s) in any direction.
F	• Repetitive Motion: Substantially moving the wrist, hands, and/or fingers.
C	• Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.
O	• Standing: Being erect particularly for sustained periods of time.
O	• Stooping: Bending body downward and forward by bending spine at the waist, occurring to a considerable degree; requiring full motion of the lower extremities and back muscles.
C	• Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other co-workers accurately, loudly, or quickly.
R	• Talking 2: Shouting to be heard above ambient noise.
C	• Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.
R	• Visual Acuity 2: Verifying color, depth perception, or field of vision.
O	• Visual Acuity 3: Determining accuracy or neatness; observing facilities/structures.

R	<ul style="list-style-type: none">• Visual Acuity 5: Inspecting small defects or machines; using measurement devices; or fabricating parts.
R	<ul style="list-style-type: none">• Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.

WORK ENVIRONMENT

Work is performed in a relatively safe, secure, and stable work environment with periodically unpredictable requirements or demands and is performed inside a climate-controlled building.

The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date