



## 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:** 32

**FLSA Status:** Exempt

#### **JOB SUMMARY**

Responsible for serving as the Assistant Chief Executive Officer of the City of Hendersonville.

An employee in this class serves as the Assistant Chief Executive Officer for the City of Hendersonville. Emphasis of the work is on applying professional expertise and administering the day-to-day management of assigned departments and projects. The employee is expected to exercise a considerable degree of independence, initiative, and judgment as the City's assistant chief executive officer with overall responsibility for assigned municipal departments. The Assistant City Manager provides guidance and direction with visionary and innovative leadership, supervision and management of employees to coordinate their efforts toward achieving their departmental objectives. Major responsibilities include directing assigned departments and assisting with special projects and research with a strong focus on organization and performance management. Work is performed under the guidance of the City Manager and is evaluated on the basis of attainment of specific performance objectives, personal observation, feedback from department managers, employees and citizens.

#### **ESSENTIAL JOB FUNCTIONS**

- Assists City Manager with management and intra/inter-governmental relations issues, special projects, research, problem solving and interactions with the public.
- Assists City Manager in the overall day to day management of the City of Hendersonville.
- Monitors, facilitates, and executes a shared vision for the continuous improvement and culture of the organization, which requires strategic communication between community resources including the elected and appointed officials, staff, and residents.
- Oversees the development of annual operating budget and Capital Improvement Programs.
- Coordinates and prepares special research reports on special projects and issues.
- Researches and drafts policies for consideration and implementation.
- Serves as Acting City Manager in the absence of the City Manager; facilitates City Council meetings in the absence of the City Manager.

- Prepares and assists City Council with day-to-day policy and community discussions and initiatives.
- Attends Council meetings and presents information and recommendations deemed necessary or as requested by members of the Board.
- Communicates orally, and in writing, with customers, the press, the public, civic groups, and the elected officials to resolve concerns and problems, and answer questions.
- Represents the City at regional and state meetings and conferences as well as community and civic organization functions.
- Assists City departments on business practices and special projects and assumes supervisory responsibility in the absence of Department Directors.
- Works with various developers on economic development projects; works with City employees and City Council to vision City needs for economic development projects and seeks out resources.
- Works with the Human Resources Department regarding the hiring and disciplinary process.
- Remains informed about issues discussed by boards and commissions.
- Attends and participates in professional groups and committees.
- Provides organizational leadership and promotes the organizational values.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's Degree in Public or Business Administration; a Master's Degree in a related field is highly desired; and seven (7) years of experience in managing a municipal government as an Assistant City Manager, Department Head or Senior Executive; or an equivalent combination of education and experience.

### **Special Qualifications:**

- Possession of a valid driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.
- Professional certification from the International City Management Association (ICMA) or other leading professional certification bodies is desired.
- Completion of the Municipal/County Administration Course from the School of Government, UNC Chapel Hill, is desired

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

- Knowledge of the principles and practices of public, municipal and budgetary administration.
- Knowledge of the organization, function and methods of operation of the City, City Council, staff and operational departments.
- Knowledge of the laws, rules and regulations applicable to the policies and practices in the municipal sector.
- Knowledge of the trends, legislation, policies and regulations required of municipal government.
- Knowledge of complex public policy issues, intergovernmental relations, federal, state, regional and local jurisdictional partnerships.

- Ability to listen, facilitate and synthesize multiple points of view.
- Ability to establish and maintain effective working relationships.
- Ability to function as a member of executive team, partnering, collaborating and cooperating across the City.
- Ability to analyze complex political and administrative problems, facts, programs, trends and costs.
- Ability to communicate effectively, orally and in writing with governmental officials, staff and public.
- Ability to maintain confidentiality of activities and information.
- Ability to facilitate and sustain a positive and productive workplace.
- Ability to manage, organize and direct the work of others and provide organizational leadership.

**PHYSICAL DEMANDS**

Work in this class is defined as sedentary requiring the employee to exert 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. Must be able to physically perform the basic life operational functions of fingering, grasping, talking, hearing and repetitive motions. Must have visual acuity to perform tasks requiring color, depth perception, and field of vision sufficient to perform tasks associated with the preparation and analysis of figures and data, operation of a computer, and extensive reading and writing, and operation of a motor vehicle.

**WORK ENVIRONMENT**

Work is primarily performed in an office with a controlled environment without exposure to harmful conditions. Position is subject to meetings outside the normal 8-hour day environment and may include travel to facilities, working after hours and on weekends without additional compensation.

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