



JUNE 2026
FLSA: EXEMPT

ASSISTANT CITY ADMINISTRATOR

DEFINITION

Assists the City Administrator in managing and directing the overall administrative activity and operations of the City. Plans, organizes, manages, and provides direction and oversight for all functions and activities of the Community Development Department, and serves as Acting City Administrator in the absence of the City Administrator. The position also assists in leadership continuity, organizational planning, and the development of future management capacity within the City.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Administrator. Exercises general direction and supervision over professional, technical, and administrative support staff within the Community Development Department.

CLASS CHARACTERISTICS

This is a department head classification that oversees, directs, and participates in all activities of the Community Development Department, including short and long-term planning, development, and administration of departmental policies, procedures, and services. Assists in the development, planning, and implementation of City-wide goals, objectives, policies, and procedures. Performs or supervises comprehensive management analyses in a wide range of municipal policies, organizations, procedures, and budgetary areas; prepares and presents staff reports and other necessary correspondence. Assumes overall administrative responsibility for City activities in the absence of the City Administrator. The position plays an important role in supporting organizational continuity, executive leadership development, and succession planning efforts.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodation so that qualified employees can perform the essential functions of the job.

- Serves as a member of the City Administrator's Department Head Staff, involved in the formulation and execution of citywide policies and long- and short-term strategies.
- Assists the City Administrator in planning, organizing, and directing the services and activities of City departments and programs.

- Assumes full management responsibility for all Community Development Department programs, services, and activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Community Development Department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Directs the development and administration of the Community Development Department budget and participates in the preparation, forecasting, and administration of the City's annual budget.
- Selects, trains, motivates, and directs the Community Development Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with Human Resources on employees with performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the Community Development Department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Prepares, administers, and implements City grants, loans, redevelopment, economic development, and marketing programs.
- Actively searches for and evaluates grant and financing opportunities that support City programs and projects.
- Networks with local, state, and regional economic development and business-related agencies.
- Implements the planning and building policies and programs of the City as embodied in the General Plan, Municipal Code, adopted building codes, and administrative policies.
- Oversees the facility needs of the City, including the development of facility assessments and long-range space planning initiatives.
- Negotiates contracts and agreements; coordinates with legal counsel and City department representatives to determine City needs and requirements for contractual services.
- Represents the Community Development Department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts organizational and operational analyses; monitors changes in laws, regulations, technology, and industry best practices; and recommends and implements policy, procedural, and operational improvements as appropriate.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Administrator.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs, principles and practices of municipal government administration.
- The principles and practices of land use planning, zoning, and redevelopment.

- National, State, and local laws and regulations related to land use planning, zoning, redevelopment, and economic development.
- State of California Planning and Zoning Law; the California Environmental Quality Act (CEQA); the Subdivision Map Act; laws and procedures related to municipal annexations and boundary changes through the Local Agency Formation Commission (LAFCO); the City of Sonoma General Plan; and applicable federal, state, and local laws, ordinances, regulations, and policies governing community development, land use, redevelopment, and municipal planning activities.
- All facets related to grants/loans application, administration, implementation and reporting requirements.
- Applicable Federal, State, and local laws, codes, and regulations.
- Marketing economic and business related activities.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of professional and technical personnel within assigned area of responsibility; delegate authority and responsibility; select, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of administrative services programs and administrative activities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly with diverse audiences in person, by telephone, and in writing.
- Identify and respond to community and City Council issues, concerns, and needs.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be; Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in land use planning, geography, architecture, landscape architecture, public administration, economics, environmental studies, engineering, business management, or closely related field. Seven (7) years of increasingly responsible experience in community development, planning, economic development, grant administration, or related municipal functions, including five (5) years of management or supervisory experience in a local government environment.

PHYSICAL DEMANDS

Work is primarily performed in a standard office environment using computers, telephones, and other office equipment. The position may require attendance at meetings, movement between work locations, and occasional lifting or carrying of materials related to assigned duties. The City will provide reasonable accommodation to qualified individuals with disabilities in accordance with applicable law.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be able to attend meetings and other activities outside of normal working hours, including regular City Council and commission meetings.