City of Lowell
Job Description
Please Post: July 15, 2014
Deadline: July 20, 2014
City Manager's Office
Assistant City Manager

Job Title:	**Assistant City Manager** (DH02)
Department:	City Manager
Reports To:	City Manager
FLSA Status:	Exempt
Salary:	$87,309.68 (min) to $102,552.35(max); Per City Ordinance

General Statement of Responsibilities

Under the executive direction of the City Manager, performs administrative functions of complex and significant difficulty in executing programs and projects for the City Manager. The incumbent serves as advisor to the City Manager regarding matters related to the administration of the City and ensures execution of directives from the City Manager. Performs related work as required.

ESSENTIAL FUNCTIONS:

Coordinates the compilation and presentation of statistical information related to the performance of City departments

Consults with and participates with department heads in solving administrative problems and in developing changes in departmental organization, procedure, and policies.

Coordinates inter-departmental activities by delineating responsibilities, organizing cooperative ventures, and monitoring the collective performance of the departments and non-City agencies involved.

Conducts special studies and investigations, and prepares correspondence, reports and recommendations for the City Manager.

Confers with the public and with officials of other cities, agencies, and civic groups in the development and coordination of City affairs.

Oversees the operation of the City Manages office.

Confers with departmental managers and others on administrative problems, gathering facts and data relating to problem resolution; evaluates, prepares reports and recommendations for improved departmental operations, services, systems or organization. Also, reviews departmental work programs, coordinates the activities of various City departments, and makes recommendations regarding appropriate actions and policies to the City Manager.

Attends City Council and staffs Council Committee and task forces and on request, provides the Council with information and advice on matters under consideration.

Represents the City Manager before professional, educational and civic organizations, explaining City programs and activities.

Assists and advises the City Manager on operations and policy development.

Performs as administrative liaison between the Manager and management staff and between the Manager and Council on matters not requiring the direct attention of the Manager.

Performs staff work in areas of major controversy and/or importance or on subjects which must remain confidential.
Participates in developing and planning capability through the presentation of material to the Executive Staff Committee.
Participates in the study of organization, operations and services, as assigned, and makes recommendation for improvements in economy, efficiency and quality of organization, operations and services.
Gathers data, arranges for and assists in presentation to City Council or other groups.
Monitors legislative activities and initiatives and evaluates the impact upon City operations, eligibility for grants, needs for compliance activities; recommends City position and instigates necessary responses.
Analyzes and evaluates community conditions and needs,.
Coordinates with inter-departmental task forces the conducting of studies relating to the development of new programs, operations or organization, or having major impact policy decisions by the City Council or City Manager, and implements actions.
May participate in the investigation of official complaints, performing an educational role by interpreting the policy and procedures of the department, and explaining the conclusions arrived at as result of the investigation.
Meets with community members in attempting to resolve neighborhood disputes, grievances, and other related social problems; identifies social conditions responsible for generating neighborhood disputes and takes appropriate action.

Supervisory Duties
Directly supervises employees in the Manager's Office. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Master's degree (M. A.) or equivalent in political science, public administration, business administration or similar field; or seven to ten years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's license required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified applicants send resume with cover letter to the Human Relations Office Mary Callery- HR Director, Rm 19 ~ City Hall, Lowell, MA 01852byJuly 20,2014at 4:00 PM: Applicants may also send resume with cover letter to Fax: 978-446-7102 or email to cityjobs@lowellma.gov

EEO/ AA /504 Employer