



## Town of Hillsborough Positions Descriptions Assistant City Manager

Department: City Manager  
FLSA Status: Exempt, Administrative

Bargaining Unit: Unrepresented  
Revision Date: 8/3/00

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### **GENERAL PURPOSE**

Under general direction, performs a variety of routine and complex, administrative and technical work in the analysis of programs, services, systems, policies and procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Prepares a variety of studies and reports for decision-making purposes;
- Prepares drafts of resolutions, ordinances, contracts, policies, position descriptions, etc.;
- May be appointed as acting City Manager in the temporary absence of the City Manager;
- Act in a temporary management position in a line department;
- Work directly with the City Council on a number of projects;
- Investigates and follows-up on citizen complaints, and requests for information;
- Coordinates interdepartmental activities as needed;
- Assists in the development of notices, flyers, brochures, newsletters, news articles, and other informational materials about programs and services;
- Acts as liaison to committees, boards, or community groups;
- Makes presentations to coworkers, boards, commissions, civic groups and the public;
- Assists in the preparation and review of annual budget and capital improvements programs requests;
- Plans study of work problems and procedures such as organizational change, communications, information flow, inventory control, or cost analysis;
- Administers Town franchises for refuse, telecommunication and cable services;
- Oversees administration of Town website and cable channel;
- Assists with recruitment of new employees, by preparing vacancy announcements, screening applications, assembling oral review panels, establishing eligibility lists, checking reference;
- Conduct new employee orientations, including benefit program enrollments;
- Answer employee inquiries concerning compensation and benefits;
- Assists with labor negotiations.

### **DESIRED MINIMUM QUALIFICATIONS**

Graduation from a college or university with a Master's degree in public administration, political science, business management, or a closely related field, and four (4) years of related experience; or any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year-for-year basis.

Knowledge of the principles and practices of modern public administration; human resource administration; records management techniques. Skill in operation of computer word processing, spreadsheet, database and publishing programs. Ability to keep accurate records; establish and maintain effective working relationships with employees, other agency officials and the public; communicate effectively verbally and in writing.

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_