



Town of Hillsborough Positions Descriptions Assistant City Manager

Department: City Manager
FLSA Status: Exempt, Administrative

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

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: _____