



**CITY OF GRANTS PASS, OREGON**  
**CLASS SPECIFICATION**  
**ASSISTANT CITY MANAGER**

**FLSA Status:** Exempt  
**Bargaining Unit:** Non-Bargaining  
**Salary Grade:** UF2

**CLASS SUMMARY:**

The Assistant City Manager is a very highest level management professional in a four level Management Series. Incumbents are responsible for broad policy planning, management oversight, and project development and coordination. Responsibilities include assisting the City Manager with all phases of governance and management as directed, and may include oversight of one or more departments or programs. Incumbents are responsible for participating in strategic planning and budgeting, facilitating the development and implementation of policy proposals, managing leadership teams, representing the City in response to elected officials, other jurisdictions, citizen meetings, and constituents, and evaluating performance of assigned City departments, programs and/or services. Duties may include the development and coordination of capital projects, plans and budgets, management of the Redevelopment Agency, coordination of the Annual City Council Goal Setting and implementation of goals as adopted, management of media relations, and conduct of complex and high profile problem solving and issue resolution.

Incumbents perform the full range of supervisory duties for professional and support staff including directing work, training and coaching, discipline, and performance evaluation.

**TYPICAL CLASS ESSENTIAL DUTIES:** These duties are a representative sample; position assignments may vary.

- Manages projects and special studies including task forces, committees and department leadership, as directed by the City Manager, from concept to implementation and evaluation including research, analysis, facilitation of input from communities of interest, development of proposed legislation and/or presentations and deliverables for budget approval and contract award.
- Performs internal and external customer service response for public, staff, and City officials' inquiries and complaints and develops written response, makes presentations and attends meetings as necessary.
- Supervises professional and support staff including coordinating and directing work flow, making work assignments, training, making disciplinary and hiring decisions and conducting performance evaluations.
- Provides staff and management support to agency directors and facilitates their interaction with the City Manager's Office and other governmental units.
- Provides information to the public and media on behalf of the City including the publication of informational materials.
- Performs other duties of a similar nature or level.

**Training and Experience** (positions in this class require):

A Bachelor's Degree in a related field and five years of directly related departmental or administrative management experience are required; a Master's Degree is preferred; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class require):

- Oregon Driver's License – Class C

**Knowledge** (positions in this class require):

Knowledge of:

- Public administration principles and practices;
- Personnel administration;
- Conflict resolution;
- Effective and efficient public relations;
- Personnel policies and procedures and labor contract provisions;
- Budget management principles and practices;
- City organization and management;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

**Skills** (positions in this class require):

Skill in:

- Supervision of staff;
- Administering large public enterprises;
- Managing within a City governmental infrastructure;
- Budget and legislation preparation;
- Public speaking and presentation;
- Providing positive, effective leadership and supervision to staff;
- Appropriate and effective independent decision making;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, pushing, and pulling.

**Sedentary Work:** Exerting 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, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek, attend evening meetings and travel.

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

**Classification History:**

Adopted by Council July 2, 2008, Resolution No. 5379

Revised September 26, 2016