

City of Rehoboth Beach, Delaware

Job Description

Classification Title	Assistant City Manager
Job Code	1100
FLSA Status	Exempt
Pay Grade	116

GENERAL POSITION SUMMARY

The purpose of this position is to assist the City Manager and coordinate and direct the City's day-to-day operations as delegated by the City Manager. This is accomplished by directing the activities of assigned City departments and administrative staff; developing and implementing policies and procedures; responding to inquiries and requests; developing goals and objectives for areas of responsibility; reviewing the status of major projects; evaluating staff performance; developing and monitoring strategic plans; and coordinating activities with Mayor and Commissioners and outside agencies. Other duties include advising the City Manager, resolving problems or conflicts that may arise, and acting in the absence of the City Manager. Subject to general supervision and policy determinations of the City Manager, duties of this position are carried out with wide latitude, judgment, and discretion.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Provides general assistance to the City Manager and serves as Acting City Manager when the Manager is absent.
- Directs and participates in the development and implementation of goals, objectives, policies, procedures, and priorities.
- Assists City Manager in policy development and implementation of City's long-term strategic planning.
- Analyzes City's performance and makes recommendations to improve performance.
- Manages, directs, and oversees the Finance Department, Parking Enforcement and Building and Licensing including the supervision and mentorship of Department Directors.
- Directs city staff in the preparation of City Commissioners follow-up assignments resulting from Commissioner's meetings.
- Participate in the preparation, coordination, and presentation of the City's annual budget, capital improvement budget, and internal fiscal control measures; participate in the development and presentation of financial forecasts and historical information including reviewing expenditures and revenues.
- When necessary, coordinate cross-departmental projects.

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- Advises City Manager, City Commissioners, department heads, and others on matters pertaining to public policy.
- Carries out the Manager's directives regarding interpretation of policy and represents the Manager in resolving problems and conflicts within City government.
- Acts as liaison to other governmental agencies, university entities, businesses, neighborhood groups, and community groups on behalf of the Manager.
- Receives, investigates, and resolves citizen and employee concerns.
- Handles special projects as assigned or assignments requiring research, evaluation, documentation, implementation, or coordination as directed by City Manager.
- Responsible for identifying grant opportunities, preparing grant applications, securing grants of all types, and assisting in the management of approved grants in specified functional and program areas. Serves as the City's Community Transportation Fund (CTF) Grant Administrator.
- Performs related work as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Bachelor's Degree in Public Administration or Business Administration or related field; and
- Five (5) years' experience in a municipal environment, three (3) of which must have been at the senior management level and at least five (5) years of supervisory experience; and
- Significant experience overseeing large programs including operations and capital budgeting; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Ability to manage and monitor work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals, and realigning work and staffing assignments for the department.
- Valid driver's license.

PREFERRED QUALIFICATIONS

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- Master’s Degree in Public Administration or Business Administration.
- Governmental experience in various aspects of municipal operations, at the department or City Manager’s office level.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Skill in:

- Performing a variety of duties, often changing from one task to another of a different nature within short notice.
- Using logic and reasoning to analyze, understand, and evaluate complex situations while identifying the strengths and weaknesses of alternative approaches or solutions, to a situation.
- Exercises appropriate judgment in establishing priorities.
- Handling all interactions with poise, tact, and diplomacy.
- Reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to the situation.
- Applying general rules to specific problems to produce answers that make sense.
- Managing own time and the time of others while assessing performance of other individuals, or the organization to make improvements or take corrective action.
- Motivating, developing, teaching, and directing people as they work, identifying the best people for the job.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)		X	

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Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (<i>85+ decibels</i>)	X		

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Date created:	January 6, 2022
Dates revised	March 2, 2023