



City of Kansas City, Missouri Job Class Specification

Job Title: ASSISTANT CITY MANAGER **Department:** CITY MANAGER
Job Code: 1744U **Status:** EXEMPT **Grade:**

Summary

This is highly responsible administrative work in assisting the City Manager in the administration of the municipal government.

Work involves coordinating the functions of several departments within a broad area of city activity and performing functions and duties relative to a wide range of municipal problems and activities. Work requires extensive use of initiative, discretion, and independent judgment within a broad policy framework in determining policy interpretation for subordinates and interested parties, resolution of problems or conflicts within city government, and coordination over assigned municipal activities. Work effectiveness and efficiency are determined by the City Manager and are evaluated on the basis of results achieved.

NOTE: The depth and scope of assignments vary as determined by the City Manager and the qualifications of the incumbent.

Duties and Responsibilities

- Provides general assistance to the City Manager.
- Interprets administrative policies and relays instructions on policy and procedural revisions.
- Negotiates contracts and other legal instruments.
- Works with the Mayor and City Council, City Manager, and department heads in planning, organizing, coordinating, and implementing programs for various municipal functions.
- Coordinates with other Assistant City Managers on matters affecting their areas of responsibility; investigates and reports to the City Manager on inter-divisional and interdepartmental questions of procedures or interpretation of responsibility.
- Meets and corresponds with various governmental, citizen, professional, business, and other groups to answer questions, discuss problems, and secure their involvement in carrying out various programs.
- Meets with various citizen groups, including those representing ethnic minorities, regarding problems of discrimination, equal employment opportunities and housing and health services.
- As requested by the City Manager, attends Council meetings and makes reports concerning activities for which responsible.
- Advises and makes recommendations to the City Manager covering areas of financial management of the City's programs and activities.
- Analyzes the recommendations of the Budget Officer and the budget staff and coordinates hearings with department and agency heads to resolve differences and facilitate decision making by the City Manager.

Duties and Responsibilities (continued)	▪ Recommends tentative departmental and agency operating and capital budget allowances to the City Manager and reviews periodic analyses of department and agency expenditures and income projections. ▪ Briefs the City Manager on matters of concern in the departments and activities in his area of responsibility to assure proper action on matters involved. ▪ Performs related duties as required.
Technical Skills	Extensive knowledge of: - Public administration principles and practices with particular reference to municipal administration and operations. - Basic laws, ordinances, and regulations underlying the municipal corporation. - Research methods, techniques, sources of information, and methods of report presentation. - City programs and problems and resources available to resolve municipal problems. Ability to: - Organize and coordinate the efforts of several city departments with other governmental or private agencies to accomplish program goals or objectives. - Analyze a variety of administrative, operational, fiscal, and social problems and to make sound recommendations for solutions. - Develop working procedures and programs. - Express ideas effectively, both orally and in writing. - Maintain harmonious and effective working relationships with the Mayor, City Council, employees, and the general public.
Education and Experience	Accredited Bachelor's degree in public or business administration or a related field, supplemented by the completion of an appropriate advanced degree, and six (6) years experience in a progressively increasing level of responsibility in the management of municipal governmental affairs. OR Accredited Bachelor's degree in public or business administration or a related field and seven (7) years experience in a progressively increasing level of responsibility in the management of municipal governmental affairs.
Certificates/ Licenses/Special Requirements	Must pass a background check as prescribed by the City.
Supervisory Responsibility	Supervision may be exercised over a large number of professional and paraprofessional employees.
Supervision Received	Work is performed under the general direction of the City Manager or an assigned designee.
	Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.
Created	4/73
Revised	9/06, 05/10, 8/2022 , 01/2024