



**City of Laguna Niguel  
Job Description**

**ASSISTANT CITY MANAGER**  
Executive and Management Group  
FLSA: Exempt

**DEFINITION**

Assist in planning, directing, and reviewing the activities and operations of the City; plan, direct, manage, and oversee the activities and operations of the Community Development Department, including all City planning, building safety, and code enforcement; coordinate assigned activities with other City departments and outside agencies; provide highly-responsible and complex executive level support to the City Manager.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from City Manager.

Exercises direct supervision over Management, Professional, Technical, and Clerical staff.

**EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**

*Important responsibilities and duties may include, but are not limited to, the following:*

- ◆ Provide highly-responsible executive level assistance to the City Manager; conduct specific and comprehensive analyses of a wide range of municipal policies involving the organization, procedures, and services.
- ◆ Serve as Acting City Manager in City Manager's absence as required.
- ◆ In cooperation with the City manager, assist in the daily operations of the City Manager's department as required.
- ◆ Assist in the development, management, and implementation of a citywide goals, objectives, policies, procedures and priorities.
- ◆ Perform duties related to legislative advocacy and the identification of grant funding in support of the City Council's goals.
- ◆ Conduct studies of operational issues; prepare recommendations on results; evaluate recommended changes on the organization, policies and procedures.
- ◆ Coordinate and lead projects involving multiple members of the City's executive team.
- ◆ Represent the City in a variety of professional and public meetings including applicable boards and commissions.
- ◆ Monitor and oversee City franchise agreements and participate in the negotiation of other agreements as required.
- ◆ Prepare agenda reports; develop and present oral presentations.
- ◆ Assume full management responsibility for all Community Development

Department services and activities including all City planning, building safety, and code enforcement activities and the development, administration, and implementation of the City's general plan; recommend and administer policies and procedures.

- ◆ Manage the development and implementation of Community Development Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.
- ◆ Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- ◆ Represent the Community Development Department to other City departments, elected officials, and outside agencies; explain, justify, and defend Community Development programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
- ◆ Select, train, motivate, and evaluate Community Development Department staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- ◆ Plan, direct, and coordinate the Community Development Department's work plan; meet with Management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- ◆ Manage and participate in the development and administration of the Community Development Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
- ◆ Confer with engineers, developers, architects, other agencies, and the general public in acquiring information and coordinating planning, zoning, environmental, and related activities.
- ◆ Analyze the effects of new legislation dealing with land use, planning, or environmental issues on City development plans, programs, and activities.
- ◆ Direct and oversee the preparation and administration of various grants from the State and Federal government; supervise the preparation of applications for City projects for all permits from other governmental agencies.
- ◆ Direct the preparation of environmental documents including Notices of Exception, Initial Studies, Negative Declarations, and Environmental Impact Reports in accordance with the California Environmental Quality Act.
- ◆ Stay abreast of new trends and innovations in the field of urban planning and community development.
- ◆ Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- ◆ Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- ◆ Concepts, practices and trends in public sector administration.

- ◆ Organization and functions of local government and municipalities.
- ◆ Sources of information related to a broad range of municipal programs, services, and administration, including urban growth and development.
- ◆ Operational characteristics, services, and activities of a comprehensive community development and urban planning program.
- ◆ Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- ◆ Research and reporting methods, techniques, and procedures. Contract service planning, bidding, negotiation, administration, and performance evaluation.
- ◆ Modern and complex principles and practices of City administration, including community development programs.
- ◆ Advanced principles and practices of municipal budget preparation and administration.
- ◆ Principles of supervision, training, and performance evaluation.
- ◆ Pertinent Federal, State, and local laws, codes, and regulations.

**Ability to:**

- ◆ Plan, organize, direct, and coordinate the work of Management, Professional, and Technical staff; delegate authority and responsibility.
- ◆ Select, supervise, train and evaluate staff.
- ◆ Recommend and implement goals, objectives, and practices for providing effective and efficient implementation and long-range planning activities.
- ◆ Provide administrative and professional leadership and direction for the City Manager's Office and the Community Development Department.
- ◆ Identify and respond to community and City Council issues, concerns and needs.
- ◆ Prepare and administer large and complex budgets.
- ◆ Allocate limited resources in a cost effective manner.
- ◆ Analyze problems; identify alternative solutions; project consequences of proposed actions; implement recommendations in support of goals.
- ◆ Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- ◆ Prepare clear and concise reports.
- ◆ Interpret and apply Federal, State and local policies, procedures, laws, and regulations.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, the general public, and media representatives.

**Experience and Training:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Six years of increasingly responsible professional experience in a municipality including general public administration and urban planning experience with at least three years of executive and supervisory responsibility.

Equivalent to a Bachelors degree from an accredited college or university with major coursework in urban planning, public administration or a related field. Master's degree is desirable.

**Licenses:**

Possession of, or ability to obtain, a valid California Driver's License.

**PHYSICAL DEMANDS**

*The physical demands described here represent 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.*

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk, hear; and sit; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

*The work environment characteristics 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.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles.

The noise level in the work environment is usually quiet in the office and moderate in the field.