

City of Jenks
Assistant City Manager

Purpose:

Under general administrative direction, provides assistance and support to the City Manager including analyzing and implementing policies and procedures, assisting in the preparation of the budget and responding to and resolving public inquiries and complaints; oversees intergovernmental relations in the areas of service delivery and legislative issues; oversight of departments or staff as assigned; and provides responsible staff assistance to the City Manager, City Council and department heads.

Representative Duties:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following:

1. Provide assistance and support to the City Manager; analyze and implement policies and procedures; assist in the preparation of the budget; respond to and resolve public inquiries and complaints.
2. Supervise, along with the City Manager, the work of lower level support staff; act as City Manager in City Manager's absence.
3. Review and analyze legislation for impact on the City; work with City's lobbyist to develop or influence legislation.
4. Assist in developing and implementing the budget and long range goals for the City; monitor the assigned budget and approve expenditures as required.
5. Assist with overseeing labor relation activities; confer with union representative on labor issues; participate in decisions affecting personnel policies; advise departments on matters related to collective bargaining.
6. Serve as project manager for a variety of special projects; facilitate project activities and resolve problems; develop and submit project reports to the City Manager.
7. Maintain communication with other jurisdiction officials to coordinate regional issues and represent the City; serve as liaison with department heads, City Council, City Manager and other external agencies.
8. Represent the City Manager in resolving problems and conflicts within the City government.
9. Attend Board, Commission, City Council and other public meetings and provide responsible staff support.
10. Supervise and provide consultation to other management on strategic staffing decisions, department accountabilities, personnel hiring and disciplinary decisions, staff training and development, employee relations and retention, health and safety, compensation and benefits.

Knowledge, Skills, and Abilities:

- Must possess required knowledge, skills, abilities and experience

- Must be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of public administration principles, including the basic principles of organization, management, and budget preparation
- Knowledge of organization and function of City of Jenks government units
- Knowledge of basic laws, ordinances, and regulations underlying municipalities and public trusts.
- Knowledge of research techniques and the sources and availability of information
- Skill in maintaining effective working relationships with political units such as the Mayor and City Council, boards of commission, state and county officials and/or various special interest groups and the general public.
- Skill in communicating effectively both orally and in writing
- Ability to perform a broad range of supervisory responsibilities over others
- Ability to analyze a variety of administrative problems, make sound recommendations as to their solution, and prepare working procedures
- The ideal candidate will possess a broad knowledge and experience in employment law, employee benefits and compensation, organizational planning, organization development, employee relations, safety, training and development, and other human resources issues.

Minimum Qualifications:

- Bachelor's degree in Public Administration, Business Administration, or a related field from an accredited college or university (Master's degree preferred)
- Five (5) years progressively responsible experience in managing and directing a complex organization including at least two (2) years experience as a department head or comparable capacity