



City of Yakima Assistant City Manager

CLASS CODE	D012-0001	SALARY	\$81.09 - \$103.50 Hourly \$14,055.60 - \$17,940.00 Monthly \$168,667.20 - \$215,280.00 Annually
ESTABLISHED DATE	March 05, 2025	REVISION DATE	March 05, 2025

Minimum Class Requirements

Bachelor's Degree in Business Administration, Public Administration, Political Science, Public Relations, or a closely related field (Master's Degree preferred in allied field); **PLUS** five (5) years of progressively responsible municipal and/or private administrative management experience as a Department Director, Assistant City Manager or other administrative officer. Must pass background investigation regarding applicant's aptitude, character, judgement, credit, driving record and criminal history.

Job Summary

This is responsible, professional administrative work assisting the City Manager in the performance of manager duties and oversight of City departments, programs, and municipal operations.

Work is performed under the general direction of the City Manager, and in accordance with municipal management principles, City ordinances, City Charter, and applicable local, state and federal laws. The incumbent exercises considerable discretion and skill in handling daily activities and responsibilities assigned by the City Manager, making independent decisions on operational issues, managing and evaluating the effectiveness of technical operations, monitoring implementation of the City budget, coordinating special projects and activities for departments, and ensuring that the City's programs are implemented in a manner consistent with the City goals and policies.

The Assistant City Manager provides guidance, support, and problem solving assistance to Department Directors, and promotes the policies of the Council and City Manager. Provides direct support to the City Manager by focusing on issues, communicating internal concerns, and providing information for action by management. Coordinates the City Economic Development Program. May assist with labor negotiations and act as technical advisor regarding collective bargaining matters. As assigned, incumbent exercises special leadership responsibility on highly sensitive public issues – supports public relations liaison between City and civic groups, private citizens and the news media, and other governmental agencies. As specified in the Municipal Code, the Assistant City Manager, when so designated by the City Manager, shall oversee primary divisions, supervised by Division Managers. Such direction and supervision may be exercised over the management divisions of, City Clerk and Records, Office of Economic Development, Information Technology Services, Community Relations, and/or the Administrative Functions of Municipal Court. The Assistant City Manager may also act in City Manager's absence or in his/her stead as City Manager assigns. The Assistant City Manager may perform as Interim Department Director for other City departments as assigned by City Manager.

Essential Functions

Assists the City Manager to ensure appropriate direction to departments, encourage feedback and communication and provide problem solving assistance. Coordinates interdepartmental projects, ensures the development of project control and reporting procedures. Act on City Manager's behalf with any/all City departments as designated. Performs as a liaison to resident committees or task forces as assigned, and coordinates the City's equity efforts.

Assists in overseeing the preparation, implementation and monitoring of the Annual City Budget, and in review and analysis of departmental budget requests. Performs complex duties, e.g., budget preparation, special rate studies, public relations functions, staff management, special projects.

Coordinates the City's economic development efforts including but not limited to acting as a liaison to various City and non-profit organizations that encompass the City's Economic Development Program.

Assists the City staff and departmental affairs to ensure timely input to the Manager, and agenda reporting to the City Council. Assists in preparing reports and recommendations for Council action, attends City Council meetings and assists City Manager in follow-up on Council action and completion of assignments to staff. Serves as a resource for the City Manager, City Council and staff, through positive interactions and collaboration.

Conducts administrative studies, formulates and recommends administrative policies, procedures and programs to resolve and correct interdepartmental problems, and monitors effectiveness in achieving desired goals and results.

Attends a variety of meetings as the City's official staff representative and is required to speak to a wide variety of citizen groups, service clubs, professional organizations etc.; and serves as local liaison with State and County agencies. Work regularly requires attendance at meetings outside of normal working hours.

Serves City as a Department Director and as assigned directly supervises management divisions such as City Clerk and Records, Economic Development, Information Technology Services, Community Relations, and/or the Administrative Functions of Municipal Court. May also provide oversight and supervision of other special program projects, divisions or departments as assigned by City Manager.

Plans, organizes, directs, and evaluates major programs and activities of assigned divisions or departments. Prepares, recommends, and implements short and long range plans, departmental goals, rules, regulations and objectives in compliance with general policies established by the City Manager, City Charter, and City Council; approves activities and programs developed by subordinate personnel; coordinates and integrates all activities toward achievement of established goals and objectives; develops and implements departmental policies and procedures.

In collaboration with City Manager, supports the administration of City personnel policies in compliance with appropriate Collective Bargaining Agreements, City Charter, and Civil Service Rules and Regulations. Ensures timely resolution of operational issues, anticipates potential crisis and acts to prevent their occurrence or reduce operational impact.

Contributes to the effective administration of City government by fostering an attitude that encourages cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

As assigned, serves as staff support liaison and provides assistance to special Council committees or task forces.

Acts on City Manager's behalf as designated by City Manager. Serves as Acting City Manager responsible for C operations in the absence of the City Manager.

Requires regular and reliable attendance.

Performs other related work as assigned.

Major Worker Characteristics

Considerable knowledge of the principles, procedures and techniques of municipal organization and administrative operations. Knowledge of federal, state and city laws and ordinances, and City of Yakima policies and procedures. Knowledge of best principles and techniques of management, supervision, corrective action, progressive discipline and leadership practices; principles and practices of work flow and systems analysis; record keeping systems, processes, and practices; best principles and practices for project and financial management; municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure and confidentiality standards.

Knowledge of principles and practices of a wide variety of line and staff municipal functions including, but not limited to, public works, engineering and related services, community economic development, airport operations, land use and zoning, protective services, budgeting, finance, procurement, legal and personnel administration and labor relations.

Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel; report writing tools; and office equipment; professional office procedures and practices; and computerize municipal budgetary and fiscal management practices. Ability to operate standard office equipment including but not limited to: computer, copy machine, telephone and mobile devices.

Knowledge of techniques and strategies for dissemination of complex written and verbal information to a wide range of individuals, including the City Council, staff and members of the public, through effective written and oral reports, letters, and other formal communications such as public presentations or news conferences

Excellent ability to conduct or supervise management and administrative analytical studies and to prepare policy recommendations for action. Ability to analyze and resolve problems; gather, analyze and interpret data; advise and counsel employees and managers.

Outstanding ability to communicate calmly, clearly, concisely and tactfully in a wide variety of situations, including under stress. Must possess well developed and effective communication skills, both written and oral, with appropriate use of business English and plain English, including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Must possess the ability to make informative and persuasive presentations to individuals and groups, conduct public meetings, and participate in public forums. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to provide effective leadership and guidance to others with strong capacity to establish and maintain cooperative, successful working relationships and public relations credibility with City's management staff, City Council, and the public.

Council members, employees and employee associations, civic groups, professional organizations, private citizens, the news media, other local, state, and federal officials and legislative representatives.

Ability to absorb and analyze information rapidly, draw sound conclusions, and make decisions and recommendations quickly which address technical, legal, financial, personnel, and other administrative issues. Must be able to work effectively on several projects concurrently; work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail work under timeline pressures; adapt quickly to changing priorities and demands; prioritize and assign workloads; and make sound decisions within broad guidelines. Ability to respond, implement, and manage an emergency plan of action including but not limited to: technological or operating issues and/or emergency situations.

Knowledge of collective bargaining laws, procedures, and arbitration decisions which impact municipal operations. Must have ability to successfully assist with facilitation and negotiation of collective bargaining agreements in accordance with goals and guidelines of the City Council.

Ability to coordinate the diverse activities of various City departments and City-wide programs and capability to motivate and persuade key staff in City departments to adhere to Council objectives and policies at the City Manager's directions. Ability to work effectively with City Manager, City Council and staff to address strategic priorities.

Ability to develop, present and gain acceptance for long-range programs and budgets. Must be able to locate grant resources and prepare grant proposals for projects.

Ability to work extended hours as needed to carry out the executive management and supervisory responsibilities and functions for the City of Yakima.

Physical Demands

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, and department records. Constant use of both hands in reaching/handling/grasping/fingering while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 25 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May work in remote locations or in noisy work areas. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Unusual Working Conditions

May work with angry or upset individuals including those who may be unhappy with City policies and/or City decisions. May require extension of workday or work week with short notice including evening or weekend work to address workload and/or when meeting with the public. Required to carry a cell phone and respond to technological or operating issues and/or emergency situations outside the normal work schedule, including weekends and holidays. May require occasional travel from site to site for attendance at meetings, including evening meetings.

Licenses, Registration & Certificates

Must obtain/possess and maintain a valid Washington State Driver's License.