



## Town of Danville

### ASSISTANT TOWN MANAGER

#### **DEFINITION**

Under administrative direction of the Town Manager, conducts and coordinates major Town-wide projects; oversees work units as assigned; provides administrative staff assistance to the Town Manager in the conduct of all phases of Town business; makes recommendations for action and assists with development and implementation of policies and procedures.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Town Manager. General supervision is exercised over professional, technical and/or support staff, as assigned by the Town Manager.

#### **ESSENTIAL JOB DUTIES**

Essential duties may include, but are not limited to the following:

- Develop, conduct, direct, coordinate and ensure successful completion of short and long-term projects and studies with Town-wide implications.
- Assume delegated authority from the Town Manager for directing and coordinating the resolution of various administrative and policy issues within and among various departments; perform policy analysis.
- Conduct studies and surveys on complex and difficult administrative and operational matters; analyze data, evaluate alternatives, make recommendations and prepare reports and findings.
- Make presentations before the Town Council; represent the Town Manager in meetings of government agencies, professional, business and community organizations and the public.
- Assist the Town Manager in gathering data and information regarding operation of the Town; research and resolve issues or problems; prepare written and oral reports.
- Respond to and resolve citizen complaints, questions and problems; contact departments involved; provide direction as necessary to correct problems or resolve complaints.
- Represent the Town in the community and at professional meetings as required.
- May serve as Acting Town Manager in the absence of the Town Manager, as assigned.
- Performs duties within OSHA standards.

#### **OTHER JOB DUTIES**

- Serve as a member of the Executive Team that maintains organizational focus on the Town's Vision and Mission; strategically seek to manage, lead and inspire; and to meet adaptive organizational challenges and manage change.
- Serve as the Town's staff liaison for various regional committees as assigned.
- Serve as department director for Development Services, which includes Planning,

- Building, Engineering, Transportation, and capital projects.
- May take on the role of project manager for one or more capital projects.
  - Other special projects as assigned.

## **QUALIFICATIONS**

### Knowledge of:

- Principles of organization, administration, policy analysis, and economic development;
- Methods and techniques of research, statistical analysis and report presentation.

### Ability to:

- Communicate clearly and concisely, orally and in writing;
- Prepare clear and comprehensive written reports;
- Properly interpret and make decisions in accordance with laws, regulations and policies;
- Establish and maintain cooperative relationships with Town officials, employees, and the general public;
- Supervise, train and evaluate assigned staff; and
- Establish and maintain effective and cooperative relationships with various public groups and organizations.

## **EXPERIENCE AND EDUCATION**

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

### Experience:

Three (3) to five (5) years of municipal management experience; and an understanding of the functions listed above.

### Education:

A Bachelor's degree in Public Administration or a related field. A Master's degree is desirable.

## **LICENSE(S) AND CERTIFICATION(S)**

Possession of a valid California State Driver's License, or license in another state with the ability to obtain a California license within 30 days of hire.

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