

**TOWN OF PORTOLA VALLEY  
ASSISTANT TOWN MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under the general direction from the Town Manager, the Assistant Town Manager works closely with the Town Manager to implement Town Council policy and directives. The Assistant Town Manager works closely with the Town Manager on long-range strategic planning, budgeting and organizational development needs. This position provides the Town Manager with “big picture”, cross departmental and resident serving initiatives, and leads day-to-day project management of such endeavors/projects, as well as software upgrades/proposals. The Assistant Town Manager serves as the Acting Town Manager as needed.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Assume full management responsibility for assigned functions, services, and activities of the Town, including serving as the Town Manager in his/her absence.
- Assist in developing and implementing Town goals and objectives; recommend and administer policies and procedures.
- Coordinate Town activities between departments and with outside agencies and organizations; provide the Town Manager, Town Council, and committees as needed; prepare and present staff reports and other necessary correspondence.
- Represent the Town to outside groups and organizations; participate in outside community and professional groups and committees; provide community relations assistance/support as necessary.
- Serve as the lead for IT issues, and work closely with the Town’s IT consultant on matters related to the efficient operations of the Town’s IT infrastructure and cybersecurity.
- Serve as the lead for Sustainability issues; take proactive measures to ensure the Town remains a leader in sustainability efforts. Coordinate with the Sustainability Committee.
- Serve as the lead for employee wellness initiatives, in coordination with HR contract support and the Finance Director’s responsibilities in payroll and health.
- Serve as the resident expert on the Town’s software and provide training assistance to staff as needed.
- Analyze and develop solutions for special problems and projects as assigned by the Town Manager; assist in planning and implementation of special programs and events and complex research of new programs and services.
- Oversee, assess, plan and implement operations and activities in the following areas: Town website, Town events, Communications & Outreach, Parks & Recreation program, overall Office Management, and Emergency Operations, Preparedness and Response and Environmental Reporting.
- Develop and track relevant department and committee budgets.

- Serve as the resident expert on the Town's software and provide training assistance to staff as needed.
- Supervise support staff as assigned, including the Administration and Operations Specialist and seasonal interns; create and provide for a positive work environment that emphasizes cooperation between staff and engagement with residents
- Manage the Town's garbage and recyclables franchise and related waste reduction programs.
- Participate in the selection of Town staff members; provide and/or coordinate staff training.
- Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.
- For assigned support staff: prepare and conduct evaluations; work with employees to correct insufficiencies; implement discipline procedures.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Respond to emergency situations as required.
- Perform related duties as assigned.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Operational characteristics, services, and activities of a California municipal government.
- Principles of municipal government administration, organization, budget, and personnel management.
- Principles of municipal project management.
- Principles and practices of program, policy, and procedure evaluation and development.
- Principles of public administration.
- Advanced methods and techniques of data collection, research, and report preparation.
- Principles of business letter writing and report preparation.
- Principles and practices of state and local legislative process.
- Principles of management, training, team building and employee motivation.
- Principles and practices of record keeping.
- Public relations and customer service techniques.
- Public speaking techniques.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state and local laws, codes and regulations.
- Principles and practices of designing effective environmental programs and policies including principles of sustainability related to water conservation, energy efficiency, waste management, recycling and transportation.

### **Ability to:**

- Perform a wide variety of highly responsible, complex, and diverse advanced level professional duties involved in providing administrative, analytical, and technical support to the Town Manager involving the use of independent judgment and personal initiative.

- Understand the organization and operation of the Town as a whole and outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply pertinent federal, state, and local laws, codes, and regulations as well as Town policies and procedures.
- Conduct various administrative and organizational studies and analyses on a wide variety of complex issues.
- Identify, evaluate and implement software, programs and tools
- Analyze problems and processes, identify alternative and/or more efficient solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Develop, implement, and interpret Town policies, procedures, regulations, and codes.
- Research, analyze and evaluate Town-wide programs, policies, and procedures.
- Understand risk management principles.
- Perform contract negotiations.
- Collect, evaluate, and interpret complex information and data.
- Coordinate a variety of complex tasks and assignments simultaneously.
- Prepare clear and concise technical, administrative, and/or financial reports.
- Assist with budget preparation and administration.
- Plan and organize work to meet changing priorities and deadlines.
- Operate office equipment including computers and supporting applications.
- Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.
- Independently prepare correspondence and memoranda.
- Effectively present information and respond to questions from internal and external customers including council members, committee and commission members, and the general public.
- Supervise and train assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Develop and maintain cooperative relationships with local schools, businesses, outside agencies and the public that enable the implementation of projects and programs that further the Town's goals.
- Prepare for and facilitate meetings for a wide-variety of groups, including Town committees.
- Operate computer systems and applications, including office software (i.e., Microsoft Word, Excel, PowerPoint, etc.).
- Utilize database programs and spreadsheets to perform data analysis.

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

**Education/Training:** A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, public policy, human resources, planning, or a related field; Masters' degree preferred.

**Experience:** Six years of increasingly responsible administrative and analytical experience that demonstrates a strong understanding of operations in a hands-on environment and the role of local government.

**License or Certificate:** Possession of, or ability to obtain, valid California Driver's License; ICS 100, 200, and 700 certifications; AB1234 certification.

### **FLSA STATUS**

This classification is exempt from the Fair Labor Standards Act (FLSA) as an administrative employee whose primary duty is to the performance of office or non-manual work directly related to the management or general business operations of the Town. The incumbent will exercise discretion and independent judgment with respect to matters of significance. The incumbent will supervise personnel. If the incumbent supervises two FTE personnel, he or she will also be exempt from the FLSA as an executive employee.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting. CONTINUOUS work indoors in close proximity to co-workers and members of the public. Work schedule is either a standard 40-hour work week during core business hours (8:00 am to 5:00 pm) or a 9/80 schedule. For the 9/80 schedule employees are required to work nine hours (for example from 7:30 a.m. to 5:30 p.m.) for eight work days, eight hours on a ninth work day, with the tenth day off (alternate Fridays off). Work schedule also includes frequent after-hours meetings. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms, occasional assignments outside and field visits in hilly terrain.

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.

**EMERGENCY/DISASTER SERVICE**

All Town employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the Town requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.