

City of Brewer
JOB DESCRIPTION

Job Title: Assistant City Manager
Department: City Manager's Office
Location: City Hall
Date: December 1, 2024

GENERAL PURPOSE

This position provides direct support to the City Manager as well as city operations.

SUPERVISION RECEIVED:

Works under the general supervision of the City Manager

SUPERVISION EXERCISED

This position provides broad operational oversight of city department heads, ensuring a unified approach to city efforts. At the direction of the City Manager and in the absence of a Department Head, may provide direct supervision of city departments on a temporary basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides professional advice to City Manager; and
- Serves in the capacity of City Manager while the City Manager is absent
- As directed may provide direct support and assistance to city departments; and
- Provides oversight to assigned operations to achieve goals within available resources; and
- Serves as the coordinator of Human Resources, administering policies relating to labor laws such as FMLA and ADA; and
- Manages all property insurance matters, including renewal of coverage and claims; and
- Communicates official plans, policies and procedures to staff and the general public; and
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests;
- Assists in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.
- Evaluates work procedures, schedules, and workflow; studies and recommends policies and procedures to improve efficiency and effectiveness of operations.
- Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.

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PERIPHERAL DUTIES

- Prepares drafts of speeches, presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned; and
- Investigates and follows-up on citizen requests for service, complaints, and requests for information; and
- Assists in the development of notices, flyers, brochures, media releases, news articles, and other informational materials about programs and services.
- Editor for the *Brewer Chronicle* monthly newsletter.
- Distributes notifications to the public using the City's email, voice and text messaging service, *Notify Brewer*.
- Oversees the City's social media accounts.
- Serves as City representative for area wide groups and committees.
- Provides administrative assistance to City Manager in meeting management; assembles background materials, prepares agendas, and records action items for various meetings.

DESIRED MINIMUM QUALIFICATIONS

- A. Graduation from a college or university with a bachelor's degree in public administration, political science, human resources, business management, or a closely related field, and
- B. Two (2) years of related experience; or
- C. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- A. Working knowledge of the principles and practices of modern public administration; working knowledge of human resource administration; Working knowledge of modern records management techniques; and
- B. Skill in operation of listed tools and equipment; and
- C. Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; Ability to communicate effectively verbally and in writing;

TOOLS AND EQUIPMENT USED

- Phone
- Desktop computer or terminal
- Computer software such as, but not limited to, MS Word, MS Excel, MS Access, Munis, Adobe, and an internet browser
- Copier & Scanning

SPECIAL REQUIREMENTS:

- Employee must possess a valid State of Maine Driver's License or ability to obtain one within the first year of employment.
- Must be satisfactorily pass a background check.

WORK ENVIRONMENT

The work environment and characteristics described here are representative of those an employee may encounter while performing the essential functions and duties of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform these essential functions and duties.

- The noise level in the work environment is usually quiet.

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PHYSICAL DEMANDS

The physical demands described here 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 functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms for prolonged periods of time.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of functions and duties does not exclude them from the position if the work is similar, related, or in the sole discretion of the City Manager, a logical assignment to the position can be made.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Name (Print)

(Employee Signature)

(Date)

Supervisors Name (Print)

(Date)

(Employer Signature)

(Date)