The City of Hazelwood
Position Description

Position Title: Assistant City Manager  
Department: City Manager
Pay Grade: 17  
FLSA: Exempt
Date: (December 2009) – Nov. 1, 2015; Oct. 2017  
Reports To: City Manager

Purpose of Position

The purpose of this position is to assist in managing all City operations. The work is performed under the general direction of the City Manager and according to applicable laws, ordinances, rules and regulation.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Consults with the City Manager, Department Heads and management staff regarding policy and management issues.

Formulates, issues and ensures enforcement of personnel policies. Plans and implements employee hiring. Responds to personnel issues. Negotiates and monitors labor agreements and relations.

Manages and supervises City employee benefit package (excluding City Pension). This involves working with consultants in the selection of Health, Dental, and Vision Insurance; Long-term Disability Insurance.

Administers FMLA, FSLA, and other Federally and State mandated personnel requirements.

Discusses and develops long and short-term organizational strategies.

Prepares and delivers memos and reports to the City Council.

Evaluates employee work performance. Reviews and comments on employee evaluations done by others.

Receives and resolves residents’ complaints, questions and concerns.

Interprets ordinances and statutes for City personnel and residents.

Initiates administrative policies.

Designs and monitors safety programs.

Meets with business representatives, developers and others. Studies development sites and infrastructure needs.

Attends and participates in community events and public meetings.

Reviews departmental budget proposals.
Plans computer system changes.

Mediates disputes.

Counsels and instructs supervised employees – generally Economic Development Coordinator, Communications Coordinator, Municipal Court, and City Manager’s Office Staff.

Chairs the City's Inter-departmental Computer Use/Policy Committee.

Composes purchase agreements and bid specifications for consultants and equipment acquisition.

Maintains knowledge of municipal government management principles and practices.

Performs City Manager’s duties in his/her absence or as assigned.

Maintains positive work atmosphere by performing and communicating in a manner which promotes a good relationship with citizens, and other members of the community, co-workers and supervisors.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Answers office telephone. Greets and directs visitors.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in Public Administration, Political Science or related field, two years local government department head experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid Missouri driver's license required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles. Ability to analyze and categorize data and information, to determine consequences and identify and select alternatives. Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution.

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations. Ability to provide formal instruction in a classroom or other structured setting.

Ability to utilize a variety of advisory and design data and information such as state statutes, ordinance, resolutions, budgets, bid specifications, personnel policies, administrative policies, employee performance evaluations, computer documentation and accounting methods.

Ability to communicate orally and in writing with Council members, all City employees, vendor representatives, business representatives, developers, consultants, contractors, civic groups, other governmental agency personnel and the general public.
Mathematical Ability

Ability to calculate percentages, fractions, decimals, volumes, ratios, present values and spatial relationships. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, controlling, managing, supervising and teaching.

Ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

Physical Requirements

Ability to operate a variety of equipment such as motor vehicle, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.

Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks. Ability to sustain prolonged visual concentration.

Environmental Adaptability

Some tasks may risk exposure to irate individuals, intimidation and violence.

The City of Hazelwood is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.