

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB391 Assistant City Manager
<b>POSITION #/TITLE:</b> 2629 Assistant City Manager – Development Services	<b>Adopted:</b> 08-12
	<b>Revised:</b> 05-14

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Development Services Department	<b>Manager Level:</b> Director
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 25
<b>Reports To Position #/Job Code #/JC Title:</b> 2353/CN001/City Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Light	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b>
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Works under direction of the City Manager. Provides executive level management support for City Manager’s Office, Development Services Departments (Building Services, Community Development, Public Works), and Transit Division. Directs development services and flood recovery initiatives for the City of Cedar Rapids.

<b>Distinguishing Features of the Class</b>
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Extensive leeway is granted for the exercise of independent judgment and initiative. Supervises and provides delegation of authority for the performance of technical and day-to-day administrative activities to Department Directors within the Development Services Department, Transit Manager, and City Manager’s Office staff. Development Services Director is responsible for the overall administration, supervision and coordination as a team for the Development Services Department, to achieve responsive, effective, and efficient results without duplication.

<b>Examples of Essential Work (Illustrative Only)</b>
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Provides administrative support to the City Manager in policy formation, operational review of municipal departments, budgetary decisions, and related City management issues;  
Responsible for the overall management, supervision and operation of the Development Services Department including the division of flood recovery;  
Provides effective, professional leadership, positioning the Department to meet the community’s current and future development services needs and flood recovery needs through appropriate technologies and services;  
Plans, organizes and directs the organization, structure, activities and operations of the Development Services Department and Transit Division;  
Directs department work, project and personnel activities of the Development Services Department and Transit Division;  
Directs the strategic planning, policy development and data collection and reporting activities of the Development Services Department;  
Oversees the preparation and monitors the activities of the operational, grant and capital improvement budgets;

Reviews and approves short and long-range transit capital improvement projects to meet the needs of customers;

Develops goals, plans and measurements for the identification and evaluation of the City's Development Services activities and flood recovery activities;

Develops recommendations and provides official City cooperation for expanding and enhancing City economic development programs in collaboration with other City, State, Federal and private-sector officials;

Coordinates city-initiated redevelopment efforts;

Reviews information concerning potential funding sources, determines compatibility of funding source objectives with City needs and goals and directs the City's response to grant applications;

Directs, supervises, advises, motivates, counsels, trains, prioritizes and evaluates the work and performance of Development Services personnel;

Serves as City representative to federal, state and local regulatory and financing agencies;

Researches, analyzes and proposes new local, state and federal legislation;

Serves as the liaison to other development-oriented organizations and agencies;

Provides the City of Cedar Rapids with guidance for long-term disaster recovery;

Identifies funding sources and innovative financing alternatives to adequately fund disaster recovery in the City of Cedar Rapids;

Communicates and coordinates with the City's lobbying team regarding strategies related to disaster recovery and reinvestment assistance;

Serves as liaison to State and Federal agencies for disaster recovery efforts;

Communicates regularly with a variety of stakeholders regarding development services and flood recovery and reinvestment activities, needs and accomplishments;

Coordinates grant applications process with State and Federal agencies for disaster recovery;

Assists City Officials in establishing guidelines for distribution of state and federal moneys for recovery efforts;

Conducts timely performance reviews and monitors performance and staffing needs;

Develops and delivers presentations and attends meetings;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

<b>Required Knowledge and Abilities</b>
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Extensive knowledge of the theory, principles and practices of public works, code enforcement, economic and community development services;

Extensive knowledge of local, State, Federal and private economic development funding sources, including venture capital sources and processes, including tax increment financing;

Extensive knowledge of effective economic and industrial development marketing operations;

Comprehensive knowledge of project management concepts;

Comprehensive knowledge of municipal budgeting practices and procedures;

Thorough knowledge of the legislative process involved in local governments;

Extensive knowledge of disaster recovery efforts from a government perspective;

Extensive knowledge of disaster recovery funding requirements as it relates to the local budget (i.e. how money can be used or spent for disaster recovery);

Extensive knowledge of public management and current practices in local state and federal government;

Extensive knowledge of municipal organizations and functions and of the relationships within a municipal government and other levels of government;

Comprehensive knowledge of politics and protocols of local government;

Comprehensive knowledge of the basic laws, ordinances and regulations underlying City Government;

Proven ability to lead people and initiatives to achieve specific goals;

Proven ability to collaborate and build consensus within various stakeholder groups;

Ability to develop a team workplace environment to maximize the contributions of all employees and develop the strengths of all team members;

Ability to effectively delegate and hold people accountable for results;  
Ability to be a strong mediator and facilitator;  
Ability to make effective decisions by thinking conceptually, evaluating complex issues, observing and evaluation trends and drawing logical and realistic conclusions;  
Ability to possess a highly professional approach to problem solving with a strong service ethic;  
Ability to develop and communicate clear goals, ideas, and objectives utilizing effective oral and written presentation skills;  
Ability to quickly learn and implement new skills and knowledge related to best management practices, technology improvements, and organizational improvements;  
Ability to successfully express complex processes and concepts to a variety of audiences using a variety of communication modes;  
Ability to prepare accurate and reliable reports;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Master's Degree in Public Administration, Business, or related field; and  
Extensive experience in public works activities, building code enforcement activities, community development and economic development; and  
Extensive experience coordinating a disaster recovery effort; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

#### **Required Special Qualifications**

Valid Drivers License upon appointment.

#### **Essential Physical Abilities**

Requires the following with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;  
Sufficient manual dexterity, which permits the employee to operate a keyboard and produce hand-written materials and notations;  
Sufficient personal mobility, which permits the employee to visit various work stations in the City and attend a wide variety of meetings within the City and out of the area.