

CITY OF WEST CARROLLTON, OHIO
AN EQUAL OPPORTUNITY EMPLOYER

Position Title: Assistant City Manager

Department: City Manager's Office

Employment Status: Full-time

FLSA Status: Exempt



GENERAL NATURE OF WORK: Under the administrative direction of the City Manager, the Assistant City Manager performs a variety of complex supervisory, administrative, executive, and professional work; drafting and presenting legislation to City Council; and reviewing, analyzing, drafting, and interpreting various city codes. Directs, manages, and supervises the City's economic development, human resources, and leads special projects as

assigned within the City of West Carrollton.

EQUIPMENT & JOB LOCATION: This position requires general knowledge of office equipment, including: personal computer, telephone, copier, postage machine, calculator, and other standard business equipment. The primary work site is in the West Carrollton City Building. Attendance at meetings with community groups, developers, businesses, or other groups may take place inside or outside the City of West Carrollton during and after normal business hours.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the listed duties, and the examples listed do not include all duties that may be found in all positions in this class.

- Directs, coordinates, implements and monitors all economic development activities and programs for the City, including business attraction, retention activities, and real estate transactions.
- Provide administrative oversight over the human resources functions of the organization.
- Performs duties as directed by City Manager including but not limited to coordination of Strategic Planning, project management, customer/community relations, personnel management and staff training programs.
- Directs, manages, and leads the City's human resources functions, including the delivery of personnel services and programs. Oversees the development, implement, and enforcement of City and departmental policies.
- Develops and maintains relationships with developers, builders, business owner/operators in the area; provides leadership and direction in the development of short- and long-range projects; gathers, interprets, and prepares data for studies, reports, and recommendations; provides technical and professional advice; drafts legislation and presentations for the City Manager and Council; maintains effective communications and makes presentations to elected officials and the general public (e.g. City Council, Boards/Commissions, business and industrial decision makers, civic groups); maintains and develops working relationships with representatives of neighboring governments.

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- Works with the City Manager, staff, developers, and elected officials to create and negotiate economic development incentive packages for business attraction and expansion. Serves as staff liaison to the West Carrollton Community Improvement Corporation. Maintains records regarding economic development activities prepares reports regarding use of development grants and incentives, and their impacts as required; researches, monitors, writes, administers, and solicits grants related to economic development; assists with developing and monitoring budgets.
- Directs the administration of economic development loans, grants, and other economic development incentive programs, and is responsible for reporting on these incentive programs.
- Ensures proper management of the West Carrollton Economic Development Fund, Montgomery County Economic ED/GE fund, and other loan and grant programs/funds as assigned.
- Coordinates with regional economic development and business associations. Serves as liaison with the Dayton Development Coalition, Ohio Department of Development, County Department of Development, Chamber of Commerce, and other agencies as assigned.
- Manages and supervises all assigned employees (e.g. schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; recommends salary/wage adjustments, evaluates performance).
- Develop and maintain a comprehensive inventory of available industrial/commercial buildings and land in the community.
- Prepares certain marketing and public relations materials, including a community profile and marketing information for business attraction purposes.
- Serves as a member of the employer's collective bargaining team for all negotiated labor agreements.
- Assists City Manager with special projects as necessary.
- Acts as City Manager in absence of City Manager.
- Performs other duties as assigned.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Attends staff meetings (both departmental and managerial).
- Maintain contacts with regional, county, and state economic development agencies.
- Attends a variety of meetings, including the City Council, economic development organizations, and professional associations.
- Responds to complaints and requests for information from citizens.
- Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Comprehensive knowledge of current concepts and practices of economic development, and public management.

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- Thorough knowledge of municipal economic development tools, including tax increment financing, loans, grants, enterprise zones, development agreements, and various incentive programs.
- Thorough understanding of City policies, Civil Service rules, labor contracts, Fair Labor Standards Act and Equal Opportunity Act, and other governing regulations to provide necessary guidance and recommendations.
- General knowledge of real estate finance, urban planning, land development, and marketing techniques.
- General financial knowledge to prepare requests for proposals, financial proforma, cash-flow analyses, loan administration, and budget preparation.
- General knowledge of computer systems, Internet based technologies, and other office equipment.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to plan, schedule, direct, and coordinate the work and operations of the City's economic development activities including managing multiple programs and tasks simultaneously.
- Ability to exercise considerable independent judgment and discretion in carrying out daily operations.
- Ability to interact and analyze technical and statistical information and to prepare and present technical oral and written reports.
- Ability to prepare and analyze financial data as it pertains to real estate development.
- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
- Ability to establish and maintain effective working relationships with business representatives, public officials, and affiliated economic development organizations regarding the economic development programs, plans, and activities of the City.
- Ability to deal firmly, tactfully, and courteously with the general public.
- Ability to handle confidential information.
- Good written and oral communication skills.
- Ability to work under the limited direction of the City Manager.

DESIRABLE TRAINING AND EXPERIENCE:

- A bachelor's degree, master's degree preferred, from an accredited college or university in public administration, planning, financial administration, business administration, law, engineering, or related field is required; supplemented by a minimum of five years of related experience; or any equivalent combination of education, experience and training which provides the required knowledge, skills, and abilities.

NECESSARY SPECIAL REQUIREMENTS:

- Employee should have knowledge of the methods, practices, tools and materials used in municipal government.

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- Must have the ability to communicate clearly and concisely with other City employees and the general public. Must have knowledge of safety practices and procedures with the ability to carry out detailed written and/or oral instruction and cooperate with co-workers on team projects.
- Must demonstrate excellent interpersonal skills, and a commitment to the overall mission of the City.
- Possession of, or ability to obtain promptly, a valid Ohio Driver's License.
- Ability to work other than normal working hours as necessary.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)