

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

<b>TITLE:</b>	Assistant City Manager	<b>BAND/LEVEL:</b>	SMICP
<b>DEPARTMENT:</b>	City Manager	<b>JOB NO.:</b>	2075
<b>DIVISION:</b>	City Manager	<b>DATE:</b>	2/10/2015
<b>REPORTS TO:</b>	City Manager	<b>FLSA STATUS:</b>	EX
<b>FULL-TIME:</b> <input checked="" type="checkbox"/>	<b>PART-TIME:</b> <input type="checkbox"/>	<b>SEASONAL:</b> <input type="checkbox"/>	<b>COST CENTER:</b> 121

**REPLACES:** Assistant City Manager

**DATE:** 3/25/2012

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**JOB SUMMARY STATEMENT:**

Provides professional staff assistance to the City Manager, Deputy City Manager, Mayor, City Council, and departments on a variety of tasks. Conducts broad organizational analysis and prepares reports on a range of municipal policies, procedures, and services. Participates in management team for internal operating policies and financial direction of the City. Responds to citizen complaints/requests for service. Coordinates special projects/initiatives as assigned. Represents City Manager in his/her absence.

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**DUTIES AND RESPONSIBILITIES:**

1. Serves as a member of the city's senior management team.
2. Serves as project leader for organizational projects, reviews of various issues, special events, and other projects as assigned.
3. Investigates, interprets, analyzes and prepares recommendations in relation to proposals for new programs, services and equipment, and other issues, policies, or proposals. Conducts surveys and prepares proposals. Prepares comparative analysis when appropriate.
4. Coordinates internal sustainability/environmental work group.
5. Coordinates multiple department activities in large City events and operations.
6. Provides assistance to Department heads as needed.
7. Assists in administering the operating agreement with the Overland Park Convention Center. Monitors operations of the Overland Park Convention Center.
8. Provides staff support to the Overland Park Development Corporation. Serves as an authorized representative for the Corporation. Monitors operations of the Sheraton Overland Park Hotel.
9. Monitors operations of the Overland Park Soccer Complex and City golf courses.
10. Coordinates the City's performance measurement program.
11. Assists in the coordination, preparation, analysis, and implementation of the annual operating and capital budget.
12. Investigates complaints and requests for services, and confers with members of the public to explain policies and programs. Contacts citizen or complainant to comprehend situation. Contacts appropriate staff members as necessary.
13. Represents Mayor, City Council, and City Manager at meetings, functions, community events and various governmental, professional and civic organizations, acts as representative to the Convention and Visitors Bureau.
14. Assists with management of contract with Overland Park Convention & Visitors Bureau for delivery of convention and tourism services to City. Serves as an ex-officio member of the Convention and Visitor's Bureau Board of Directors.
15. Oversees allocation and distribution of Special Alcohol Control Funds for Drug and Alcoholism Council.
16. Acts as the designated hearing officer for appeals relative to enforcement of Chapter 7.04.190 of the Overland Park Municipal Code.

17. Serves as a member of City Emergency Management Committee. Assists in emergency operations as required.
18. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
19. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS**

Bachelor's degree in Public or Business Administration or closely related field. Master's degree in Public Administration preferable.

### **EXPERIENCE**

Minimum of five years general governmental experience in various aspects of municipal operations, at the department or city manager's office level.

### **SKILLS**

1. Excellent oral and written communication skills
2. Basic math and accounting concepts

### **MENTAL REQUIREMENTS**

1. Ability to read and comprehend city, state and federal regulations
2. Ability to analyze complex problems and recommend possible solutions
3. Ability to speak before the public
4. Ability to recognize and protect confidential information
5. Analytical skills
6. Ability to work on several projects at once
7. Diplomacy and judgment
8. Good listening skills

### **PHYSICAL REQUIREMENTS**

1. Travel outside of office locally and out of state
2. Sit for extended periods of time
3. Use of phone
4. Data entry on keyboard

### **SUPERVISORY RESPONSIBILITY (Direct & Indirect)**

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**