



## Town of Oro Valley Classification Description

Title: **ASSISTANT TOWN MANAGER**  
Job Code: 1020  
FLSA Status: Exempt

Department: Town Manager  
Salary Grade: 128

### **POSITION SUMMARY:**

Reports to and provides support for the Town Manager, performing work involving extensive liaison, administrative and managerial duties. Collaborates with the Town Council, Town Manager and the Executive Leadership Team in achieving the strategic goals of the Town. Supports the Department Directors and oversees operational activities, leads innovation, conducts research and evaluates performance of assigned personnel, programs and services.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Directly supervises staff assigned to the Town Manager's Office.
- B. Conducts specific and comprehensive analyses of a wide range of matters involving organizational and fiscal procedures, policies and services, interpreting policies and providing staff direction on changes.
- C. Promotes citizen and public outreach intended to inform and facilitate the Town's messaging and resident involvement.
- D. Responsible for management of Town Council meeting agendas and follow-up actions resulting from Council meetings.
- E. Models exemplary leadership for employees promoting circular communication, innovation, seamless customer service.
- F. Negotiates contracts, intergovernmental agreements and solutions on a variety of administrative, fiscal and special projects; participates in the preparation of program or special project budgets; analyzes and prepares recommendations on budget requests; monitors appropriate budget accounts.
- G. Oversees and participates in programs to represent and advance the intergovernmental interests of the Town in policy and administrative forums, including municipal, county, state and federal agencies.
- H. Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; applies discipline effectively.
- I. Provides guidance to the Town Manager, Mayor and Council and various boards and/or commissions on topics assigned.
- J. Represents the Town Manager on internal and external committees and with regional partners; makes presentations to explain program or project status; answers questions or arranges for compilation of data to assist in decision making process.

- K. Prepares reports and presentations, attends civic meetings and addresses groups as a representative of the Town.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of public administration with particular emphasis in the area of municipal policy implementation, community and economic development and fiscal acumen.
- Ability to formulate solutions to remedy problems and issues relating to operations and management of capital and human assets.
- Possess talents that blend goal orientation with interpersonal skills and demonstrate forward-thinking actions and creativity.
- Skill in oral and written communication and comfortable with public presentation responsibilities.
- Commitment to a high standard of customer orientation and service.
- Competency in the knowledge of basic laws, ordinances and regulations underlying the operation of municipal corporations.
- Ability to inspire, skilled in management and critical thinking, able to take the leadership reins or step into the role of the Town Manager in the event of absence or vacancy.
- Ability to create harmonious and effective working relationships as an integral liaison among Town Council, staff, and residents as well as other city, county, state and federal agencies and the public at large.

**MINIMUM QUALIFICATIONS:**

- An undergraduate degree in Business Management, Public Administration or a related field required.
- A Graduate degree in Public Administration is strongly preferred.
- A minimum of five (5) years of experience in a municipality as a senior/executive manager; an equivalent combination of education and experience at the senior/executive manager level may be considered.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed primarily in an indoor environment.