

City of Mascoutah

JOB DESCRIPTION

Title: Assistant City Manager
Department: Administration
Reports to: City Manager
Status: Full-Time, Exempt
Supervision Duties: TBD

JOB SUMMARY:

Responsible for assisting the City Manager in the daily administrative functions of local government. Responsibilities include (but are not limited to): implement and coordinate the City's planning/zoning policies, economic development efforts, community relations, capital/infrastructure project management and budget preparation assistance. Work includes communicating goals, objectives and programs to City departments and the general public.

QUALIFICATIONS:

- Knowledge of governmental administration, structure and operation.
- Knowledge of principles and process involved in business and organizational planning, coordination and execution of strategic planning, resource allocation, leadership techniques and production methods.
- Knowledge of the fundamentals of public finance and budgeting.
- Relevant legal and technical terminology encountered in the course of work.
- Knowledge of city organizations, operation, policies, objectives and intergovernmental relations.
- Knowledge of urban planning, community development, and environmental considerations.
- Knowledge of principles and practice of economic development in a local government and or private sector environment.
- Knowledge of negotiation principles and strategies including, Performa's, development agreements, and contracts.
- Knowledge of principles, practices, and trends in the areas of economic development activities and programs.
- Knowledge of regional, state, and federal economic development programs.
- Excellent written and oral communication skills are essential.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Political Science, Public Administration, Urban/City Planning, Economic Development, Business Administration, Finance, or related field.
- Master's Degree in Public or Business Administration or closely related field preferred.
- Three years experience in Municipal Government Public Administration, City Planning, Economic Development or related field.

RESPONSIBILITIES AND DUTIES (other duties may be assigned):

- Assist the City Manager in management of the day to day operations of the City.
- Recommends and implements procedures and methods for effective operation of the City, responds to official requests for information, citizen inquires, complaints and requests of service.
- Performs management analyses and prepares research reports and other policy documents to serve as a basis for action by the City Manager, conducts various special projects.
- Assists the City Manager in the development of management improvements, analyzes operating problems and suggest policy or program adjustments.
- Prepares a variety of written material in draft and final form regarding ordinances, contracts, and presentations. Assists in the development of reports, memos, correspondence, notices and other informational material about programs and services.
- Acts as a project manager for capital/infrastructure projects and development projects.
- Assist the City Manager in the preparation and review of the City budget.
- Assist the City Manager in negotiating and formulating contracts with consultants, agencies and developers.
- Drafts grant proposals, resolutions, and project reports.
- Manages numerous grant programs.
- Train and exercise direction over assigned staff, project teams, and consultants.
- Assists with technical and statistical research associated with economic/demographic trends, financial/budget analysis, and various program and project reports.
- Builds and maintains cooperative relationships with member and neighbor jurisdictions and communities, regulatory agencies, and the private sector.
- Direct, organize, and supervise the functions and activities of the Planning Department.
- Assists in managing and oversees the activities and operations including Planning, Code Enforcement, and Building and Safety.
- Act as a liaison, facilitates processing of plans and permits for projects.
- Provide City with planning and technical assistance.
- Responsible for the coordination of citywide economic development efforts, creation of job opportunities, sustaining the provision of permanent quality housing for all income levels, and for facilitating meaningful citizen advisory groups throughout the community development process.
- Assist in the analysis and recommendations regarding proposals for new redevelopment, economic development, and housing programs.
- Meet with prospects, developers, and business representatives to discuss opportunities.
- Provide information regarding development sites, economic indicators, and growth projection and answers requests for additional information.

- In conjunction with other staff, provides information on zoning, City regulations, transportation policies, utilities, taxes, community services and other development policies of the City.
- Assist the City Manager to develop TIF programs in the City.
- Responsible for managing City Land Banking program, development, and TIF.
- Assists new and existing firms with capital needs, including packaging of financing from City, Local, State, and Federal sources.
- Plans and implements new uses for currently vacant lands, reuse of existing facilities, and joint use of new or existing facilities.
- Work closely with the Planning Commission, the Economic Development Commission, and other public and private organizations to solve planning problems in both current and long range planning.
- Assist the City Manger with administering and monitor Revolving Loan Fund, State, and Federal grant programs.
- Attend City Council meetings, prepare reports, technical memorandums and represent City at other department related meetings.
- Update City website and databases with sites and buildings available for development.
- And other duties that may be assigned by the City Manager

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Illinois Drivers License
- AICP, EDFP or CeCD certificates preferred

PHYSICAL DEMANDS:

- Ability to sit for prolonged periods; occasional walking and reaching; minimal standing, kneeling, climbing, stooping, crouching, balancing, pushing and grasping.
- Requires concentrated attention as well as near, far, depth and color vision in reading reports, reviewing plan and using a computer.
- Must be able to handle up to 1 pound of material by hand frequently.

WORK ENVIRONMENT:

- Ability to perform job duties during stressful situations and lengthy hours.
- Employee is not exposed to any adverse conditions.

This job description purpose is to indicate the types of tasks and difficulty levels needed for this position. It is not intended to state specific duties and responsibilities or to limit the control of a supervisor to assist, direct or assign work of employees under their supervision. This document will not exclude other duties not stated herein.