



# City of Coatesville

## Job Description

### ASSISTANT CITY MANAGER

#### Job Specifics

**Employer:** City of Coatesville                      **Dept:** Administration  
**Title:** Assistant City Manager                      **Union Affiliation:** N/A  
**Reports To:** City Manager                      **FLSA Classification:**  
**Salary:** Per Salary Ordinance  
**Revision Date:** September 2022

#### Position Background

The City of COATESVILLE, PA (pop. 13,100), an established, full-service community located in Chester County, PA approximately 30 miles west of Philadelphia, seeks an Assistant City Manager. Located along the banks of the Brandywine Creek, Coatesville strives to provide a superior quality of life to a diverse population of various ages and income levels. The community has a rich industrial history, excellent schools and higher learning institutions.

The Assistant City Manager (ACM), is an executive management position that reports directly to the City Manager. The ACM is expected to complement and enhance the duties of the City Manager while planning and organizing designated affairs of the City. The ACM will provide leadership and consultation to staff, read and interpret regulations, and ordinances; recommend policies, exercise independent judgment, analyze problems and recommend solutions, maintain an effective working relationship with representatives of the Public-Private sector, residents and City Council.

#### Essential Duties & Responsibilities

- Planning, organizing and directing administrative functions including working with: internal department heads, IT, human resources, finance, branding, and economic development.
- Identify administrative and special studies to resolve city infrastructure issues and internal operational challenges.
- Work with City Manager to attract, retain, and expand economic development opportunities with developers, county and state partners, and investors.
- Assist in budget preparation, administration and grants (local, state and federal) selection.
- Address employee matters with H.R and risk management specialist.
- Liaison activities with citizen advisory committees and other public agencies.
- Provide public information, branding, education and community outreach guidance.
- Assist in city-wide policy formation and interpretation.
- Manage intergovernmental relationships with other municipalities.
- Provide analysis and recommendations with respect to federal and state legislation and regulations.
- Prepare reports and recommendations for City Council review and action.

- Respond to public inquiries on a variety of subjects.
- Participate in labor relation issues.
- Develop, plan and facilitate meetings between Council, staff and state, regional and national elected officials.
- Participate on various committees and serves as a City representative in variety of regional and state forums.
- Represent the City by attending ceremonial activities and serve as the Acting City Manager in the absence of the City Manager.
- Assist the City Manager with the direction, control and evaluation of city operations; as well as prepares reports, coordinates projects that involve multiple departments; works on special projects and events as needed; participates in budget coordination, capital improvement planning and financial administration; prepares materials for Council agendas, attends council/ board sessions, and provides information or technical assistance, and follow-up as required; interprets administrative policies, and proposes policy and procedural revisions; serves as Acting City Manager when so designated; supervises and performs human resources program development and administration; oversees salary administration, benefits programs, safety programs, training programs, employee relations and administration of employee performance evaluation and grievance programs; and researches and recommends policies and programs based on changes in laws, court rulings, organizational needs and professional trends.

### **Minimum Qualifications**

- Bachelor's Degree (with strong consideration in Public Administration, Business Administration or Political Science)
- Master's Degree preferred, but not required
- Local, state government experience +
- 3 – 7 years responsible administrative, planning, analytical and/or budgetary experience.

### **Competencies**

- Community Engagement and Outreach
- Action Oriented & Attention to Detail
- Conflict & Change Management
- Customer Focus and Ethical
- Valuing Diversity
- Teamwork and Collaboration

### **Knowledge, Skills & Abilities**

- Comprehensive knowledge of public management and organization theories, principles, grant writing, practices and techniques at the local level; ability to study and comprehend third-class city law, governance and ordinances. Understanding of basic labor relations; ability to analyze a variety of complex administrative problems; ability to communicate ideas effectively; ability to establish and maintain effective working relationships with City Council, community residents, local, state and other stakeholders.

- Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a Microsoft Windows. Proficient in Microsoft Office, familiar with database programs and computer hardware and software systems.
- Ability to interact in a positive and effective manner, and to establish and maintain satisfactory work relationships with supervisors, coworkers, other departments, boards and commissions. Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy. Ability to meet deadlines and work under time constraints.
- Strong organizational skills in a multi-task environment required. Must perform all aspects of job responsibilities with honesty and integrity.
- Knowledge and skill in writing and communicating in a clear, concise, and well composed manner; ability to document conversations and issues; ability to think logically in order to be flexible and to work under guideline or circumstances that may be fluid or changing from time to time.

## Physical Requirements

Frequent sitting, meeting facilitation, speaking and mental concentration necessary; use of hands, electronic devices; specific vision requirements include close vision, color vision and the ability to adjust focus. Must be able to communicate and be understood clearly. May be required to lift or move files, books or supplies of up to 25 pounds.

## Disclaimer

Please note: Management reserves the right to add, modify, change or rescind work assignments as needed. The above statements are intended to describe the general nature of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

The City of Coatesville is an Equal Opportunity Employer.

### To Apply:

Go to [www.coatesville.org](http://www.coatesville.org), select **Administration** then **Human Resources** then **Job Opportunities** to access the application for employment. Once completed, please forward to the Human Resources Department, along with a cover letter. Application can be emailed to [Lgrant@coatesville.org](mailto:Lgrant@coatesville.org) **NO PHONE CALLS PLEASE**

### Application deadline:

**Until filled**