Assistant City Manager
Finance & Administrative Services

Oversees Finance, Information Systems, and Human Resources.

Salary Range is $98,023 to $124,329 annually
ABOUT THE CITY OF LAKEWOOD:

The City of Lakewood is a code city with a Council-Manager form of government. The Council appoints a full-time professional City Manager to oversee the administrative functions of the City and to implement Council policy. The City is organized into 10 departments with approximately 245 employees.

Executive
Economic Development
Human Resources
Municipal Court
Police

Community Development
Finance & Information Systems
Legal/City Clerk
Parks, Recreation & Community Services
Public Works

Assistant City Manager
Administration

Finance
Information Systems
Human Resources
GENERAL FUNCTIONS OF THE JOB:

The Assistant City Manager reports directly to the City Manager and will assist with policy making and team building. This person will oversee the City’s overall financial and administrative operations, fiscal planning functions, risk management, human resources and systems administration.

This position performs complex management and technical duties as the City’s Chief Financial Officer with responsibility for maintaining fiscal stability and safeguarding the assets of the City. Provides financial advice to the City Manager and City Council, to include the development of a financial forecast; supervise assigned personnel, delegate responsibility and appropriate authority to staff; and ensure that activities are in compliance with Federal and State regulations and City policies and procedures.

Oversee the City’s information systems platform and software/hardware configurations as appropriate; develop a six year technology plan.

QUALIFICATIONS:

Candidates should have eight years of progressively responsible senior management experience in local government including at least five years in a highly responsible (department director, assistant city manager, or similar), supervisor or management position.

A bachelor’s degree in finance, accounting, public or business administration or related field is required, with a history of continuing educational and professional development.

A Masters degree in related field preferred.
**ISSUES AND PRIORITIES:**

- The Assistant City Manager will work to improve strategic planning processes, and strengthen financial planning capabilities, including development of a financial forecast.
- Development of a six year technology plan will be a high priority.
- An assessment of the City’s risk management program is desired.
- Strong leadership and guidance in financial strategies and priorities.

**CANDIDATE PROFILE:**

The City Manager is seeking an Assistant City Manager who is approachable and encourages open communication based on an environment of trust and integrity. The ideal candidate will be a talented manager and leader with a strong financial background, who understands all aspects of municipal government.

Candidates will have a proven track record of delivering results, building accountability of staff, and creating a positive working environment characterized by teamwork. The successful candidate will possess the management skills needed to operate a complex government organization, along with a flexible “can–do” attitude.

The person we are seeking will be politically astute and demonstrate an unquestionable sense of integrity and honesty. The ideal candidate is innovative and creative with outstanding communication skills; demonstrated leadership abilities and strong customer service skills.

**SALARY AND BENEFITS:**

The Assistant City Manager is an exempt, salaried position. The salary range is $8,168 to $10,360 monthly. A competitive benefits package includes options such as; leave accrual, paid holidays, annual management leave, health benefits, an employer paid long term disability insurance and life insurance equal to annual income.

The City of Lakewood provides a social security replacement plan (401A) and a qualified, defined contribution retirement plan (401A) in lieu of state retirement. Optional deferred compensation with an employer

**SELECTION PROCEDURES:**

Open until filled. An initial review of candidates will take place after August 11, 2013.

City application, supplemental questions, resumes and cover letters will only be accepted through the City’s online application process.

To apply – go to [www.cityoflakewood.us](http://www.cityoflakewood.us) and click on:
- I want to…
- Apply for…
- Job Openings

If you would like assistance with the online application, please contact Human Resources at (253) 983-7845.