

# City of Los Alamitos

## **Agenda Report Consent Calendar**

**December 1, 2008  
Item No: 8C**

**To: Mayor Kenneth C. Parker & Members of the City Council**

**From: David L. Rudat, Interim City Manager**

**Subject: Establish the Assistant City Manager position as a budgeted position within the City's Fiscal Year 2008-09 Operating Budget**

**Summary:** This agenda item seeks authorization to establish the Assistant City Manager position as a budgeted (funded) position and unfund the Administrative Services Director position. Both positions exist within the Los Alamitos Executive Management Schedule.

**Recommendation:** Approve the funding of the Assistant City Manager position and unfund the Administrative Services Director position within the Fiscal Year 2008-09 Operating Budget.

### **Background**

The City's Fiscal Year 2008-09 Operating Budget was adopted on June 2, 2008. As part of the budget adoption process, the City Council approves the funding for all positions (full-time equivalents) included in the budget. Within the Administrative Services Department, the position of Administrative Services Director was approved and funded for the current fiscal year. In past fiscal years, the City Council has approved the funding of the Assistant City Manager position, which incorporates the responsibility for directing the Administrative Services Department.

### **Discussion**

The City's Executive Management Salary Schedule lists both the Assistant City Manager and the Administrative Services Director classification titles. The two job descriptions are nearly identical except the Assistant City Manager has additional responsibilities, mainly serving as Acting City Manager in the absence of the City Manager. With the departure of the previous incumbent, the additional responsibilities of Assistant City Manager have continued to be assumed by the current employee, Ms. Nita McKay. In fact, Ms. McKay assumed the Acting City Manager responsibilities for six weeks in September/October 2007 until the Interim City Manager was appointed by the City Council. She has continued to assume this role on several occasions in the absence of the City Manager.

The recommended City Council action will establish the Assistant City Manager position as the funded position within the City's operating budget. This will allow the City Manager to approve a title change for Ms. McKay, which more closely reflects the current job responsibilities she is performing. In addition, there has been a tremendous amount of turnover in Executive Management positions within the City during the past several years. Appointing an Assistant City Manager will bring stability to the Executive Management team during the upcoming months as the City goes through another City Manager transition.

### ***Fiscal Impact***

Since the salary of the incumbent, Ms. McKay, falls within the Assistant City Manager salary range and has been included in the Fiscal Year 2008-09 Budget, there is no fiscal impact.

Submitted and Approved By:



David L. Rudat  
Interim City Manager

*Attachment: 1) Assistant City Manager Job Description*

**CITY OF LOS ALAMITOS****Job Description****ASSISTANT CITY MANAGER****THE POSITION**

The Assistant City Manager reports directly to the City Manager. The primary responsibility of this position is directing the Administrative Services Department in administering the City's personnel and finance functions. Specific duties of the job include preparation of the annual budget, representing the City in "Meet and Confer" sessions, supervising the financial operation of the City, providing general administrative oversight including personnel and risk management, managing designated contracts, and other assignments, including special projects, that may be delegated by the City Manager.

**ESSENTIAL JOB FUNCTIONS**

Under the direction of the City Manager, the Assistant City Manager is designated as the City Treasurer, and can be delegated as the City's Purchasing, Personnel or Employee Relations Officer and is required to perform the following essential job functions: supervise personnel operations; prepare reports and recommendations for City Manager review and City Council action; prepare and recommend action on personnel ordinances, resolutions, rules and regulations for City Manager review and City Council action; serve as the City's representative to the risk management/insurance pool; monitor State and Federal Legislation affecting the City; represent the City at meetings with outside agencies and citizens; administer the implementation of the City's Source Reduction and Recycling Element; represent the City in negotiations with the Los Alamitos Police Officers Association and Los Alamitos Miscellaneous Employees Association; administer the City's Animal Control contract; prepare the annual City Budget; respond to citizen inquiries and complaints; assume miscellaneous administrative assignments and attend City Council meetings; serve as Acting City Manager in the absence of the City Manager.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of personnel practices and issues, including progressive discipline, employee relations and safety; ability to negotiate with employee associations; ability to supervise personnel; knowledge of basic operations of all City Departments; knowledge of insurance and risk management concepts and principles; ability to prepare and present oral and written reports on a variety of subjects; knowledge of fiscal operations including budget preparation and analysis; ability to operate a personal computer for the preparation of routine correspondence, complex data analysis and financial reports.

**DESIRABLE EXPERIENCE AND TRAINING**

Graduation from college with a degree in Public Administration, Business Administration, Finance or related field plus six years of recent experience in municipal administration; or any combination of education and experience which may provide the required knowledge and skills. A Masters Degree in a related field is highly desirable.

**SPECIAL JOB-RELATED REQUIREMENTS**

Valid California Driver's License.