

South Jordan City

Job Description

Title: Assistant City Manager
Org Code: 100100
Pay Grade: GS25

Effective Date: 5/8/2025
FLSA: Exempt/Exec
Workers Comp: Clerical

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Provide professional support and assistance to the City Manager. Lead day-to-day City operations, including supervision of assigned Department Directors. Direct assigned committees and projects; assist in agenda development and preparation of the budget. Assist in special projects and strategic planning initiatives. Act as City Manager in the City Manager’s absence.

SUPERVISOR

City Manager

POSITION(S) SUPERVISED AS ASSIGNED

Chief of Police Director of Administrative Services
Fire Chief Director of Engineering Services/City Engineer
Director of Public Works
Director of Planning/Economic Development
Director of Recreation

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave. Some, 40% or less of the essential job duties may be performed regularly from a remote location upon authorization.

Demonstrate an understanding of the mission and service values of South Jordan City in work and professional endeavors.

Advise City Manager on City issues including, but not limited to: personnel matters, relationships of elected officials, pending legislation, budget, agendas, resolutions and ordinances, and policies and procedures.

Lead assigned City Departments by establishing vision, goals, objectives, and measurable outcomes.

Supervise assigned subordinate personnel including hiring, performance management, coaching, and initiating corrective action.

Serve as arbitrator or adjudicator of complaints filed against or between City departments, divisions, or programs.

Work directly with Department and Division Directors on day-to-day issues, special projects, and urgent problems to craft solutions and implement or improve programs.

Perform final review and ensure detailed review of all City contracts prior to submission to the City Manager.

Establish and maintain city goals, priorities, and work plans consistent with the goals and priorities of the city council and city manager. Engender commitment to clear strategic plans within the City. Drive decisions that sustain organizational change.

Respond to and resolve public inquiries and complaints.

Conduct internal investigations; examine records of any City program or function as assigned to assure integrity of operations and prevent impropriety.

Ensure timely communication with elected officials, Departments, and employees at large.

Establish and monitor assigned budgets to accomplish goals and objectives, including status reviews to encourage annual sharing between Departments to facilitate meeting of City-wide needs and accountability.

Coordinate City acquisition, sale and development of properties.

Serve as the City's liaison to collaborate internally and externally with elected officials, City staff, public, private and non-profit agencies for the strategic long- and short- term sustainability of the City.

Chair and/or participate on City standing and ad hoc committees as assigned.

Attend, participate, and make presentations at City Council meetings.

Represent the City Manager in assigned meetings and maintain strong working relationships with intergovernmental agencies.

Complete assignments from the City Manager.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree from an accredited school in a related field.

AND

B. Five (5) years of progressively responsible experience as a manager in municipal management;

2. Special Qualifications:

Valid Utah Class D Driver License

Master's Degree in a related field preferred.

3. Knowledge, Skills and Abilities:

Thorough knowledge of management theory, methods, and practices; municipal and fiscal accounting principles, practices and procedures; municipal organizations and department operations including applicable laws and regulations; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources. Knowledge of state laws as they apply to city management practices; human resource management practices and procedures.

Ability to resolve disputes and complaints from the public.

Ability to analyze a variety of financial problems and make decisions; coordinate a variety of intra-governmental policy matters between governing body and department heads; plan, organize, direct and supervise the work of professional and administrative subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with the mayor and the city council, department heads, intergovernmental agencies, employees and the public.

Establish and maintain effective partnerships and working relationships. Strong and excellent skills of interpersonal, diplomatic and negotiation.

4. Working Conditions:

Moderate physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, and walking. Common eye, hand finger and dexterity are needed. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Travel required in normal course of job performance. May be required to respond to incident scenes. Subject to extended exposure to computer monitors. Considerable exposure to stressful situations as a result of human behavior and deadlines. May be required to work non-traditional hours.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Assistant City Manager	EEO-4 Class:	Official/Admin.
Location:	Executive	EEOP Class:	Official/Admin.
Group/BU:	General Pay Plan	Tech-Net Match:	100