



ASSISTANT CITY MANAGER



Are you passionate about community building and skilled at turning vision into reality?

Our uniquely urban city seeks a dedicated Assistant City Manager who will assist our efforts of economic development, code enforcement, facilities, and recreation. In this leadership role, you'll help shape a city that values tradition, embraces progress, and provides services aligned with our residents' needs.

If you want to make an impact where your contributions truly matter—this is the opportunity for you!

ESSENTIAL DUTIES & RESPONSIBILITIES

Leadership & Oversight

- Provide executive-level oversight of departments and initiatives related to building, facilities, zoning, economic development, community development, and recreation.
- Foster collaboration between departments to promote efficiency, accountability, and innovation in service delivery.

Building, Planning & Zoning

- Guide policy and operations related to development services, permitting, code enforcement, and land use planning.
- Support efforts to streamline regulatory processes and promote smart growth and sustainable development.
- Prepare and present amendments to the City's Comprehensive Plan, neighborhood plans, future land use map, zoning map, official map, zoning code, and subdivision code.

Economic & Community Development

- Lead initiatives to attract, retain, and expand businesses within the City.
- Collaborate with public and private partners on redevelopment, housing, and community investment strategies.
- Oversee neighborhood revitalization programs and long-term planning for equitable development.
- Work closely and provide staff support to the Geneva IDA and LDC.

CITY OF GENEVA CORE VALUES

SAFETY

We are committed to creating and maintaining environments where every individual feels secure, protected, and respected. Safety is not just a policy—it is a mindset that shapes our decisions, our behaviors, and our culture.

INNOVATION

We are committed to fostering a culture where curiosity is encouraged, bold ideas are welcomed, and continuous improvement is a shared goal.

CARING & RESPECT

We believe that every person deserves to be treated with dignity, empathy, and kindness. Caring and respect are at the heart of how we engage with one another, guiding our actions, our words, and our decisions.

INTEGRITY & HONOR

We uphold integrity and honor as the foundation of our character and the compass for our action. We uphold integrity and honor as the foundation of our character and the compass for our actions.

SERVICE & STEWARDSHIP

We recognize our responsibility to contribute meaningfully to the lives of others and to care for the resources entrusted to us. Our actions reflect a spirit of humility, accountability, and purpose.

ESSENTIAL DUTIES & RESPONSIBILITIES CONTINUED

Buildings & Grounds

- Develop and implement long-term facilities plans, including needs assessments, space planning, and capital improvement projects.
- Monitor and evaluate the efficiency and effectiveness of facilities operations, identifying areas for improvement and implementing changes to optimize performance.
- Provide oversight to staff that oversee all city facilities from city parks to the Recreation Complex to city buildings to city-owned cemeteries.

Parks & Recreation

- Provide strategic direction for parks and recreation programming, facility planning, and community engagement.
- Advocate for quality of life improvements through inclusive, accessible recreational opportunities.

Communications

- Ensure transparent, timely, and effective communications with residents, businesses, media, and other stakeholders.
- In coordination with the City Manager oversee public information efforts, including branding, messaging, and crisis communication.

Strategic Planning & Policy Development

- Assist the City Manager in developing and implementing citywide policies, strategic plans, and performance management systems.
- Represent the City Manager at meetings, public functions, and with regional or intergovernmental organizations.

Budget & Administration

- Support the Comptroller and City Manager in the preparation and administration of assigned departmental budgets.
- Monitor financial performance and ensure fiscal responsibility in assigned areas.

SALARY

\$85,500 - \$100,500 based on experience. The Assistant City Manager is eligible for generous benefits through the management benefits package.

QUALIFICATIONS

- Graduation from a regionally accredited college or university or one recognized by the New York State Department of Education with a Master's Degree in Public Administration, Business Administration, or a closely related field, AND one (1) year of full time paid professional experience, or its part-time equivalent, in an administrative or managerial position in municipal government or the public sector which shall have included labor relations, finance and budget or financial forecasting, analysis and management; **OR**
- Graduation from a regionally accredited college or university or one recognized by the New York State Department of Education with a Bachelor's Degree in Public Administration, Business Administration, or a closely related field, AND three (3) years of experience as noted above in (1).

CIVIL SERVICES CLASSIFICATION

Appointment is provisional, NON-COMPETITIVE (Confidential & Policy Influencing) and is non-represented.

CANDIDATE REVIEW PROCESS

A panel in-person review conducted by the City Manager, community members and key city staff will occur with top tier candidates in late July, early August. A phone screening interview may be held prior to this in-person meeting.



APPLY TODAY:

Submit Ontario County Application;
Current Vacancies:<https://ontario-portal.mycivilservice.com/>

Click "City of Geneva Asst. City Manager"
Please attach a Cover Letter and Resume to the application.

This position will remain open until filled. First application review will be on July 18, 2025.

An interview panel will be held in late July/early August.

Please send questions to Erica Collins at ECollins@cityofgeneva.ny.gov

ASSISTANT CITY MANAGER

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Master's Degree, or higher, in Public Administration, Business Administration, or a closely related field, AND one (1) year of full time paid professional experience, or its part-time equivalent, in an administrative or managerial position in municipal government or the public sector which shall have included labor relations, finance and budget or financial forecasting, analysis and management; OR
2. Possession of a Bachelor's Degree in Public Administration, Business Administration, or a closely related field, AND three (3) years of experience as noted above in (1).

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position will assist the City Manager in planning, developing, coordinating and evaluating the budget, department activities, grant applications, labor relations, and administration in the City of Canandaigua. The Assistant City Manager exercises immediate supervision over City department programs. Work is performed under the director supervisor of the City Manager with wide leeway for the exercise of independent judgement. The incumbent may act in place of the City Manager in his/her absence. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the City Manager in the management of the day to day operations of the City;
 Performs management analyses and prepares research reports and other policy documents to serve as a basis for action by City Council and the City Manager;
 Assists the City Manager in the development of management improvements, analyzes operating problems and suggests policy or program adjustments;
 Prepares a variety of written material in draft and final form regarding ordinances, resolutions, contracts, and presentations for the City Council;
 Develops reports, written and electronic memos, correspondence, notices, and other information material about programs and services;
 Participates in and contributes to the development and administration of the annual City budget;
 Assists the City Manager in negotiating and formulating contracts with consultants, agencies and developers;
 Assists the City Manager in labor contract negotiations;
 Develops and prepares grant proposals and project reports;
 Builds and maintains cooperative relationships with neighbor communities, regulatory agencies, and the private sector;
 Meets with department heads to: identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures;
 Meets with department heads to discuss programs or inquiries, answer questions, address challenges and resolve issues which may arise in the course of daily business, including budget, personnel, customer service and intradepartmental issues;
 Resolves or participates in resolving customer complaints;
 Represent the City Manager's Office in various meetings, assisting with input and guidance to achieve an outcome that is beneficial to the greater good of the organization, community and citizenry;
 Maintains regular contact with and keeps the City Manager apprised of situations and issues;

ASSISTANT CITY MANAGER

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Interacts with Boards and Commissions, outside governmental agencies and non-profits, constituent representative groups and other citizen groups relative to goals, actions and activities of the City;
Attends City Council meetings and represents the City Manager as needed;
Interprets and ensures City Manager and City Council policies are understood and achieved;
When assigned, directly supervise department heads and staff, establishing goals, objectives and performance targets; preparing and administering reviews of individual and department performance;
Perform the duties of City Manager during City Manager's absence;
Performs all work duties and activities in accordance with City policies and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of municipal finance and budgeting;
Thorough knowledge of municipal government operations relating to staffing and program execution;
Good knowledge of research methods and fundamentals of statistics;
Knowledge of the principles and processes involved in business and organizational planning, coordination and resource allocation;
Knowledge of Council/Manager form of government and its operations;
Knowledge of contract negotiation principles and strategies;
Knowledge of effective leadership methods and supervisory skills;
Ability to interpret facts, figures, and processes and then prepare clear, concise and understandable reports;
Ability to represent the City in a positive and cooperative light;
Ability to plan, organize, and manage multiple projects at one time;
Ability to direct the work of others;
Ability to use modern computer technology and software applications for word processing, spreadsheets, and presentations;
Good written and oral communication skills;
Ability to communicate effectively and work cooperatively with the public;
Integrity, confidence, tact and courtesy;
Physical condition commensurate with the position.

APPROVED: DECEMBER 8, 2017

REVISED: 6/25/25

CIVIL SERVICE CLASSIFICATION: *NON-COMPETITIVE (Confidential & Policy Influencing)^(City of Canandaigua)

Pending Jurisdictional Classification by NYS CSC - *NON-COMPETITIVE (Confidential & Policy Influencing)
^(City of Geneva)

JURISDICTIONS: CITIES

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES

7/22/2002 – City of Geneva's Assistant to City Manager approved as Exempt by NYS CS Commission.