



## Assistant to the City Manager

Department/Division:	City Manager's Office
Reports To:	City Manager
Provides Direction To:	
Exemption Status:	Non-Exempt
Date Revised:	March 20, 2007
Pre-employment Drug Test Required:	NO

### DEFINITION

Under administrative direction, conducts a variety of difficult and complex administrative and analytical assignments associated with the City Manager's Office and impacting City-wide operations; plans, coordinates, and administers programs, interdepartmental projects, contracts, events, and studies; acts as representative of City Manager's Office; performs related duties as required.

### CLASS CHARACTERISTICS

The Assistant to the City Manager is a senior professional level position that provides advanced administrative and analytical support to the City Manager, and indirectly to the City Council. The Assistant to the City Manager is distinguished from the Assistant City Manager, which exercises line authority over one or major departments, and has accountability for large-scale programs, contracts, and initiatives having greater community sensitivity.

### ESSENTIAL FUNCTIONS

*The duties listed below are examples of the work typically performed by employees in the class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in italics) are those that are least likely to be essential functions for any single position in this class.*

1. Conducts research and performs analyses for a variety of special projects; coordinates or provides administrative assistance in the preparation of studies and reports, and the implementation of project recommendations.
2. Analyzes professional publications, reports, and legislative bulletins in order to determine new trends in public administration having impacts upon the City Manager's Office and other departments and informs appropriate parties.
3. Assists in the development, communication and coordination of the City's budget as a representative of the City Manager's Office.
4. Prepares or recommends revisions in policies and operating procedures related to the administration of City functions.

5. Administers contract services and City programs not under departmental authority that are delegated by the City Manager or Assistant City Manager.
6. Provides professional administrative assistance to the City Manager, the Mayor, City Council, committees, commissions, task forces, and outside agencies.
7. Responds to inquires and investigates public complaints; compiles and provides information regarding City policies, practices, and procedures; and coordinates or takes corrective actions, as authorized.
8. Represents the City in relations with the community, advisory committees, local, state, and federal agencies, and professional organizations; acts as liaison for departments with local and state agencies.
9. Provides staff assistance to the City Manager, Mayor, and City Council; drafts correspondence and public presentation materials; coordinates communications requiring interaction with City departments.
10. Meets with the public, community organizations, regional agencies, and officials from other cities and government organizations as a representative of City Manager's Office.

## **EMPLOYMENT STANDARDS**

### **Education and/or Experience:**

Graduation from an accredited college with a Bachelor's degree in public or business administration and three years of responsible professional and administrative experience, preferably with a local government agency that has involved the analysis of City-wide issues and administration of projects having City-wide impacts, or any combination of training and experience that provides the desired knowledge and abilities.

### **Knowledge, Skills, and Abilities:**

Knowledge of management theory; functions and services of City government and the roles of the City Council and City Commissions; public and staff relations; methods of research, program analysis, and report preparation; writing methods and techniques; project management practices; budgeting practices; media relations; customer service techniques. Ability to plan, direct, and coordinate City-wide projects; establish and maintain effective relationships with staff, management, community groups, the City Council, and other public officials; organize projects and assignments; conduct research and write and present reports; analyze and solve administrative, operational, and organizational problems; interpret and apply laws, regulations, ordinances and policies; communicate effectively, both orally and in writing; operate computer hardware and utilize word processing, spreadsheet, and graphics presentation software applications; work independently.

## **Education/Training/Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a Bachelor's degree in public administration, business administration, or a related field; and three or more years of progressively responsible administrative experience in municipal government; or an equivalent combination of training and experience.

## **Licenses, Certificates; Special Requirements:**

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy. Ability to work extended hours.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **PHYSICAL DEMANDS**

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk, and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches items above or below desk level, and lifts and carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **MENTAL DEMANDS**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret complex data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, City officials, Boards, Commissions, contractors, consultants, and others encountered in the course of work.

### **WORKING CONDITIONS**

The employee typically works in an office environment. The noise level is usually quiet. Occasional driving is required to attend meetings at various City facilities, training sites, and public and private events. The employee may be required to work on weekends or during the evenings in order to coordinate or attend various events.