

ASSISTANT TO THE CITY MANAGER

DEFINITION

Under direction of the City Manager, performs a wide variety of highly responsible, complex, and diverse advanced level professional duties involved in providing administrative, analytical, and technical support to the City Manager's Office; plans, coordinates, and participates in various program and administrative operations and activities including those having a City-wide impact; serves as liaison between the City Manager's Office and the general public, City staff, appointed boards and committees, community organizations, and other governmental agencies seeking interaction with the City Manager and/or City Council; coordinates assigned activities with City departments, outside agencies, and the general public; and provides information and assistance to internal and external customers regarding assigned programs and services.

DISTINGUISHING CHARACTERISTICS

The Assistant to the City Manager is distinguished from other City job classifications in that incumbents work as a member of the City Manager's Staff, performing complex and sensitive administrative (and confidential) work on programs with citywide implications. Incumbents assigned to a particular program area have considerable latitude for program administration, policy and procedure development, and exercise independent judgment, particularly when representing the City with other agencies, boards and commissions, and community groups. Persons appointed to the Assistant to the City Manager classification are At-Will positions that are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and are Designated Management positions.

SUPERVISION RECEIVED/EXERCISED

Receives direction from the City Manager. May exercise technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS (included but are not limited the following)

- Conducts complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving City-wide issues, programs, policies, and procedures; selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics.

- Coordinates assigned services and program/project activities with those of other City programs, functions, departments and staff, boards, committees, and task forces as well as external agencies, groups, and the general public to ensure effective cooperation consistent with optimal efficiency, effectiveness, and economy; assists in the installation of new programs and procedures; develops new and revised programs, systems, procedures, and methods of operation and advises and recommends change and improvements.
- Performs a wide variety of complex and responsible administrative and professional duties for the City Manager and City Council; relieves assigned staff and elected officials of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.
- Manages operations, activities, and performance of the full range of duties and responsibilities of the City's housing programs.
- Coordinates and oversees City efforts with housing development companies to implement affordable housing projects.
- Coordinate and assist with grant writing to fund City projects and programs.
- Assist with human resource functions; including recruitment activities and assistance to finance and human resources for negotiations.
- Serves as staff liaison, participates on, and provides staff support to a variety of committees; completes specific objects; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Responds to and resolves difficult and sensitive complaints and inquiries with political sensitivity; provides general and specialized information and assistance within area of assignment that may require the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures as appropriate; explains programs, policies, and activities related to specific program area of assignment; prepares responses, writes reports, makes recommendations and reviews with City Manager as appropriate; refers matters to appropriate City staff and/or takes or recommends action to resolve the request or complaint.
- Participates in special projects including planning and implementation of special programs and events and complex research of new programs and services.

- Participates in the development and implementation of goals, objectives, and priorities for assigned functions and programs; recommends and implements resulting policies and procedures.
- Participates in the development and administration of the department budget; submits budget recommendations; monitors expenditures.
- Ensures that assigned program activities and services comply with relevant federal, state, and local laws, policies, and regulations.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of business and public administration and issues related to field of expertise.
- May direct the work of support staff on a project or day-to-day basis.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.
- May develop, compile, review, and administer the budget for the City Manager's office.

### WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. The position requires the need to lift, drag and push files, paper and documents weighing up to 25 pounds.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS (The following are minimal qualifications necessary for entry into the classification.)

### Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Assistant to the City Manager. A typical way of obtaining the required qualifications is to possess the equivalent of three years of administrative, analytical, and supervisory experience, preferably with a local municipality, and a bachelor's degree from an accredited college or university with major course work in public administration, political science, business administration or a related field. Master's Degree preferred.

### License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS** (The following are a representative sample of the knowledge, abilities, and skills necessary to perform essential duties of the position.)

### Knowledge of:

Principles and practices of public administration including the organization and functions of municipal government; operations, services, and activities of a municipality; government, council, and legislative processes; operational characteristics, services, and activities of the City Manager's Office; principles and practices of program development and administration; advanced organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to area of assignment; principles and applications of critical thinking and analysis; techniques and formulae for administrative, financial, and comparative analyses; methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation; recent developments, research methods, current literature, and sources of information related municipal government operations; principles and practices of budget preparation; finance and accounting systems; principles of business letter writing; principles of lead supervision and training; English usage, spelling, grammar, and punctuation; principles of effective public relations; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; pertinent federal, state, and local laws, codes, and regulations.

### Ability to:

Plan, organize, direct, coordinate, and evaluate assigned programs, projects, events, or technical areas; participate in the development and administration of program goals, objectives, and procedures; perform the full range of complex and

difficult professional analytical, programmatic, and administrative duties involving the use of independent judgment and personal initiative; collect, evaluate, and interpret varied information and data; research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues; analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; develop recommendations for problematic areas and implement and monitor changes; prepare clear and concise technical, administrative, and financial reports; understand the organization and operation of the City, assigned program areas, and of outside agencies as necessary to assume assigned responsibilities; understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations; properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations and policies; identify and respond to community and organizational issues, concerns, and needs; coordinate multiple projects and meet critical deadlines; organize and prioritize timelines and project schedules in an effective and timely manner; plan, schedule, and review the work of assigned staff; participate in the preparation and administration of budgets; work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person; exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Skills to:

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.