

## **ASSISTANT TO THE CITY MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction performs administrative and research tasks for the City Manager; may administer a specific program area; may be assigned responsibility for developing, organizing, and maintaining one or more specialized management projects or support activities; functions as an administrative specialist in the City Manager's office; conducts major analytical assignments and may assist departments in such tasks as program evaluation; conducts organization, management, and general studies; and does related work as required.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Provide comprehensive administrative staff assistance to the City Manager.
2. Undertake studies to determine the financial and operational feasibility and desirability of municipal services and programs.
3. Gather, tabulate, and analyze data on a variety of administrative and policy matters; confer with department management staff; develop recommendations and prepare and present reports; draft policies and procedures.
4. As assigned, provide professional management advice/assistance to operating departments including organization, staffing, and service delivery.
5. Confer with members of the public, press, and legislative bodies to explain city policies, procedures, and positions on various issues.
6. Represent the City Manager's office in relations with both public and private organizations.
7. Assist in labor relation activities, as directed.
8. Prepare reports, attend meetings, make public presentations associated with assigned responsibilities.
9. Perform legislative analysis and review, as necessary.
10. Serve on and may chair interdepartmental committees and task forces.
11. May provide supervision to subordinate staff.

12. Assist in the coordination of activities of the City Manager's office with other outside agencies.
13. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Principles and practices of public administration, including the organization, functions, and problems of municipal government.
- Operations, services, and activities of a municipality.
- Government, council, and legislative processes.
- Principles and practices of municipal budget, preparation, and administration.
- Principles and practices of program development and administration.
- Principles and practices of organization and management.
- Local community resources and organizations.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Methods and techniques of research, statistical analysis, and report presentations.

#### **Ability to:**

- Plan, coordinate, and analyze a variety of complex administrative issues and make sound policy and procedural recommendations.
- Conduct research; prepare complex reports.
- Evaluate and recommend changes to policies, programs, and practices.
- Meet deadlines.
- Represent the City on assigned committees and through membership in non-profit community organizations as directed by the City Manager.
- Analyze and define problems, identify alternative solutions, and project consequences of proposed actions.
- Identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.
- Research, analyze and evaluate new service delivery methods and techniques.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply federal, state and local policies, laws and regulations.
- Negotiate and resolve complex issues.
- Make effective public presentations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

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

A Bachelor's degree from an accredited college or university with major course work

in public or business administration, political science, or a closely related field.

**Experience:**

Three years of responsible experience in municipal government performing increasingly complex administrative analysis.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is conducted primarily in an office setting. Work involves some travel and frequent attendance at meetings, including some that may be conducted during the evening or on weekends, and irregular hours as necessary to meet deadlines and achieve objectives.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

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This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.