

ASSISTANT TO THE CITY MANAGER

Job Summary:

Under general direction, performs complex confidential administrative and managerial support to the City Manager and Assistant City Manager, by managing a variety of critical and/or sensitive administrative matters, provides high-level research, analysis, and reports, monitoring of legislative and other intergovernmental activities and acting as liaison between the City Manager's office and the public.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Plans, organizes and coordinates the activities of assigned functions, programs and projects.
2. Develops strategies and programs for implementing the City's goals and objectives.
3. Works closely with the City Manager, Assistant City Manager and Department Directors on matters pertaining to assigned functions, programs and projects. Conducts major analytical and research assignments, and develops recommendations related to a variety of administrative and operational issues with citywide impact.
4. Assists City Manager with certain assigned duties of the office and participates with departments in accomplishment of activities necessary for City operations.
5. Advises City Manager administrative details relative to day-to-day functions of City government; may be assigned to monitor departmental activities.
6. Conducts major analytical and research assignments and develops recommendations on administrative and operation issues and problem with citywide impact.
7. Develops and/or assists in the development of strategies to accomplish City goals and objectives.
8. Provides guidance to City departments according to the directive of the City Manager; coordinates activities of other departments and outside agencies.
9. Directs and participates in the preparation of various documents, including but not limited to correspondence, reports, resolutions, ordinances, contracts, and presentation materials.
10. Researches, prepares and presents oral and written reports, responds to resident inquiries.
11. Monitors and analyzes and evaluates legislation and other intergovernmental activities affecting the City; prepares and/or coordinates appropriate responses to legislation impacting City operations and/or the community at large.
12. Maintains effective and extensive professional relationships with representatives of other local, state and federal agencies.
13. Plans, enacts, and monitors special programs/activities as directed by the City Manager.
14. Resolves unusual questions/problems and provides technical advice, investigates complaints and requests for service, contact regulatory agencies when necessary.
15. Assists in the preparation of the Agenda and support material for Council meetings; attends meetings of various Commissions and groups as assigned by the City Manager.
16. Prepares and writes public information material.
17. Staffs committee(s), commission(s), or board(s).

18. Serves as liaison with other agencies, the public, and various City departments on behalf of committee(s) to obtain information or resolve problem of implementing committee(s) programs; staffs committee(s), commission(s) or board(s).
19. Researches, analyzes data, and prepares recommendations in written or oral form to the City Manager or General Manager.
20. Identifies issues, determines analytical approaches, evaluates alternatives, recommends procedures and provides equipment/ cost analyses.
21. Conducts studies of organizational functions related to productivity, budget and financial analysis, as well as to research project costs of new programs.
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23. Performs studies to ascertain the efficiency, economy, and effectiveness of departmental operations, policies and procedures.
24. Implements change resulting from studies.
25. Writes procedural manuals or instructions.
26. Writes RFPs and/or RFQs for programs or professional services.
20. Contract compliance administration.
21. Writes and administers grants.
22. Evaluates impact of new or revised programs and their compliance objectives.
23. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Bachelor's degree in an occupationally related field and four (4) years full-time paid experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, program, budget or personnel including two (2) years in a lead or supervisory capacity. Completion of a Master's degree program is preferred. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Principles and practices of municipal government administration, including goal setting, program development, implementation and evaluation
- Municipal governance structure, practices and policies
- Pertinent Federal, State, and local laws, codes, and regulations
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs
- Public agency budgetary, contract administration, and City-wide administrative practices
- State and federal constitutional and statutory provisions relating to municipalities
- Methods and techniques of research, analysis, and statistical and analytical report preparation
- Methods and techniques of contract negotiation and administration
- Customer service and public relations
- English usage, spelling and grammar; principles of public speaking

Skill and/or Ability to:

- Develop alternative resolutions to problems and recommend a balanced use of strategic and administrative approaches in resolving issues.
 - Analyze, appraise, and organize facts, data, and information and present findings and recommendations in oral and written reports.

- Manage a variety of complex and challenging projects simultaneously to completion
- Exercise judgment, initiative, decisiveness, and creativity necessary in situations involving the direction, control and planning of multiple programs, and in critical or unexpected situations involving considerable risk or loss to the City.
- Review, discuss, and advise regarding legislative and policy issues.
- Interact with public officials; work cooperatively with employees, customers, clients, and the public.
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling.
- Communicate orally in group, face-to-face, and one-on-one settings.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- May be required to use personal vehicle in the course of employment.
- Is subject to inside and outside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.