

COMMUNITY LIAISON REPRESENTATIVE

Job Summary

Under general supervision and direction of the City Manager, or his/her designee, performs varied and complex professional and confidential administrative work in support of City Manager Office (CMO) Council-members; serves as a Council liaison and represents the City Council members at various meetings and functions as requested by City Manager Officer. Position at this level may be required to work evenings and weekends.

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. Conducts studies, research and analysis on policy and administrative issues.
2. Prepares staff reports for the City council-agendas and other correspondence.
3. Researches and responds to resident or constituent inquiries or complaints and coordinates interdepartmental action.
4. Serves as liaison with other agencies, the public, and the City departments on behalf of the City Manager Office Council.
5. Prepares official correspondence such as interdepartmental memoranda and letters of inquiry on behalf of City Manager Office Council-members.
6. Provides administrative solutions requiring knowledge of record management, forms control, systems and procedures analysis and statistical analysis.
7. Assists in the preparation, review and modification of the City Council budget by drafting or revising justifications for expenditures and compiling supportive data.
8. Prepares recommendations for the improvement of communications between the City Manager Office Council and City commissions, committees, departments, other agencies, the public and the business community.
9. Develops a system of keeping records of and tracking City Council requests and directions.
10. Works with the City Manager and departments on administrative problems.
11. Develops plans and programs.
12. Performs related duties as required.

Qualifications Guidelines

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

Education and Experience:

A minimum of two years college coursework in business administration, public administration, political science, mass communication or journalism from an accredited four-year college or university and three (3) years of experience performing community liaison and administrative functions for a public office or government agency. Experience and/or education in any related field may be substituted on a year for year basis.

Knowledge of:

- Research and analytical methods.
- Statistical methods and procedures.
- Methods of report presentation.
- Basic principles and practices of budgeting.
- Basic principles and practices of purchasing.
- Basic principles and practices of personnel management.
- Basic principles, practices, and techniques of supervision.
- Office management practices, procedures and safety.
- Organization theory, cost analysis and public administration.

Skill and Ability to:

- Compile, analyze and evaluate data.
- Plan, organize and direct programs.
- Assist in evaluating others.
- Operate computers and related software.
- Communicate effectively both oral and in writing.
- Establish and maintain effective working relationships with others.
- Legally operate a motor vehicle in the State of California.

License or Certificate:

Possession of valid California Class C driver's license is required. 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 Requirement and Working Conditions:

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

- Require use of hands for finger manipulation, handling or feeling.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require mobility to stand, walk and sit, stoop, kneel or crouch.
- Ability to talk and hear.
- Performs work, which is primarily sedentary.
- Require vision (which may be corrected) to read small print.
- Subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or travel within and out the City boundaries to attend meetings.
- May be required to work evenings or weekends.