



February 2024

FLSA: Exempt

ASSISTANT TO THE CITY MANAGER

DEFINITION

Under general direction from the City Manager, performs a wide variety of complex administrative and analytical duties; administers the department budget, manages, and oversees assigned administrative processes, procedures, projects and programs; and provides information and assistance to the public regarding assigned programs and services; and performs other related tasks as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager. May exercise direct supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

The Assistant to the City Manager is a management level classification with responsibility for assisting the City Manager with the overall management and administration of City operations and services. There is no class series for this classification.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Assume direct responsibility for monitoring and administering a variety of programs; oversee assigned administrative support functions including budget.
- Develop and implement operational, administrative, program, and other policies and procedures; assist in contract negotiations and administration.
- Participate in drafting and implementing City-wide and departmental goals, policies, and procedures.
- Direct the preparation and administration of assigned budget(s); maintain and monitor appropriate budgeting controls; prepare various financial reports as required.
- Collect, compile, and analyze complex information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.
- Serve as City liaison/facilitator with public and private organizations, community groups and other related organizations.
- Receive and respond to complaints and questions from the general public relating to assigned programs; review problems and recommend corrective actions; prepare summary reports as required.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration used in the operations of local government
- Methods of research, program analysis, and report preparation.
- Principles and practices of Human Resources.
- Policies and procedures of the assigned department.
- Principles and practices of budget administration.
- Public relations techniques and facilitation skills.
- Principles and procedures of accounting and procurement practices.
- English usage, spelling, grammar and punctuation.
- Modern office procedures, methods including computers.
- Federal, State and local laws, codes and regulations.
- Perform complex administrative and analytical activities for assigned programs.

Ability to:

- Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and departmental policies and procedures.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Research, analyze, and evaluate programs, policies, and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare clear and concise reports.
- Independently prepare correspondence and memoranda. Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Facilitate public meetings
- Independently manage and prioritize workload, demands and time.
- Use initiative and judgement within established guidelines.
- Manage complex projects and programs.
- Maintain mental capacity, which allows for effective interaction and communications with others.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Five years of increasingly responsible administrative and analytical experience preferably within a local government environment.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. Masters degree highly desirable.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed

materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.