



ASSISTANT TO THE CITY MANAGER

DEFINITION

Under general direction, researches and analyzes policies, legislation, programs and procedures and recommends modifications; provides responsible and complex professional support to the City Manager and City Council; coordinates special projects as assigned.

SUPERVISION EXERCISED

May supervise subordinate staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Assist in the development and implementation of goals, objectives, policies and priorities.

Research and analyze information and assist in compilation of comprehensive reports for the City Manager, City Council and public.

Assist in the preparation of the City budget.

Manage Economic Development program; provide support to the Successor Agency.

Develop, implement and supervise public information program.

Prepare, administer and manage grants.

Provide support in Human Resources; manage organizational development.

Explain, interpret and enforce policies, procedures, rules and regulations and programs.

May represent the City Manager on committees and with citizen groups and outside agencies.

Prepare Commission and City Council Agenda reports.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Public Administration principles, practices and techniques used in the operations of local government.

Technical disciplines and procedures involved in budget, grant administration, human resources, risk management, economic development and public information operations and other municipal activities;

Federal, state and local laws, ordinances, policies and procedures.

Principles of administration and management.

Principles of budget development and monitoring.

Ability and Skill to:

Assist in the preparation of studies, analyses, reports, contracts and related documents.

Evaluate administrative and operational polices, practices and procedures.

Assist in the preparation of a large and complex budget.

Analyze data and information and prepare complex reports.

Communicate clearly both orally and in writing.

Establish and maintain effective working relationships with staff, elected and appointed officials and the public.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

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

BA/BS in planning, public administration, business administration or related field and four (4) years increasingly responsible experience in municipal government operations. Masters degree and bi-lingual skills highly desirable.



LICENSE OR CERTIFICATE

Valid California Class C Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A

Ability to operate computer, calculator, telephone, portable radio and copying machine

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

