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**ASSISTANT TO THE CITY MANAGER**

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**DEFINITION**

Under general direction performs research, planning, analysis, negotiation, and coordination necessary to administer various City programs, projects and functions; conducts specific and comprehensive studies and analysis of a wide range of municipal policies, programs, organizational structures, procedures, and services, including assuming lead responsibility as assigned. Performs other related work as required. This position is Civil Service exempt.

**DISTINGUISHING FEATURES**

The incumbent works closely with the City Manager, Assistant City Manager, Deputy City Manager, Department/Division Heads, City Council boards and commissions at the direction of the City Manager.

**EXAMPLES OF DUTIES**

1. Researches, analyzes and prepares recommendations in relation to a wide variety of technical, complex, and/or controversial issues, typically utilizing statistical and financial projections and organizational analysis.
2. Assists in the development and implementation of goals, objectives, policies and priorities.
3. Provides administrative guidance and support to departments regarding various programs, projects and activities.
4. Gathers and analyzes data on existing and proposed programs, conducts surveys and prepares proposals and reports including organizational, personnel and fiscal management; evaluates program/project performance.
5. Assumes responsibility for significant functional areas; manages various projects, programs, and activities.
6. Develops work statements for consulting services; evaluates proposals and makes recommendations; administers contracts and assures work, schedule, and cost requirements are met.
7. Confers with other departments, public officials, consultants and citizens and explains City policies and procedures; serves as media liaison; prepares community relations materials including a website newsletter; makes presentations on assigned projects and programs.
8. Attends a variety of staff, Council, board, and commission meetings; represents the City at various public and community meetings and gatherings, at professional meetings and conferences, and on various committees and commissions such as inter-agency task forces.
9. Manages the development of the Council agenda and related documents; provides staff support to committees or commissions or individuals as assigned.
10. Coordinates activities of the City Manager's Office with other City Departments and with outside agencies.
11. Investigates and follows-up on specific requests and complaints from City officials and staff, outside agencies, and citizens, pertaining to various governmental activities.
12. Monitors and reviews legislation impacting the City; participates in legislative advocacy efforts on behalf of the City, including drafting position papers.
13. Assists in budget preparation and administration.
14. Supervises, trains and evaluates assigned staff.

**EMPLOYMENT STANDARDS**

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in public or business administration or related field. A related Master's Degree is desirable.

Experience: Three years of increasingly responsible professional governmental, private or non-profit sector management experience, including development of administrative policies and procedures and supervising of administrative activities.

## **EMPLOYMENT STANDARDS**

### Knowledge

Knowledge of the concepts, principles, practices, and problems of public administration in a council-manager form of government, including organization, personnel and fiscal management; research methodology, including statistical and financial analysis; municipal, federal, state and local laws, rules and regulations pertaining to government operations.

### Ability

Ability to effectively manage assigned functions, programs, projects and studies; perform highly complex administrative and analytical work with speed and accuracy; plan, administer and evaluate work programs; interpret and analyze information; interpret and apply established City policies, procedures and codes; interpret and apply federal and state legislation and court rulings; draw valid conclusions; make sound policy and procedural recommendations; plan and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters; set priorities, meet deadlines and make sound decisions; coordinate a variety of complex tasks simultaneously; interpret and apply federal, state and local laws regulations policies and codes; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with City staff, elected and appointed officials, the public, private industry, and the media; and supervise, train, and evaluate assigned staff.

### Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

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JK/ps: Human Resources Department

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