



Assistant to the City Manager Administration

JOB SUMMARY

This position performs a wide variety of highly responsible, complex, and diverse advanced level professional duties involved in providing administrative, analytical, and technical support.

MAJOR DUTIES

- Perform a wide variety of highly responsible, complex, and diverse advanced level professional duties involved in providing administrative, analytical, and technical support to the City Manager's Office involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the City as a whole and outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply pertinent federal, state, and local laws, codes, and regulations as well as City and departmental policies and procedures.
- Conduct various administrative and organizational studies and analyses on a wide variety of complex issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Develop, implement, and interpret City policies, procedures, regulations, and codes.
- Research, analyze and evaluate City-wide programs, policies, and procedures.
- Coordinates grant activities for assigned area including writing award and grant applications.
- Collect, evaluate, and interpret complex information and data.
- Coordinate a variety of complex tasks and assignments simultaneously.
- Prepare clear and concise technical, administrative, and financial reports.
- Assist with budget preparation and administration.
- Plan and organize work to meet changing priorities and deadlines.
- Operate office equipment including computers and supporting applications.
- Independently prepare correspondence and memoranda.
- Serves as a member of a variety of City teams including Wellness Team, Employee Appreciation Team; serves as chairperson as assigned; coordinates assigned activities with other departments as necessary.
- Effectively present information and respond to questions from internal and external customers including council members, committee and commission members, and the general public.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Performs related duties as required.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of operational characteristics, services, and activities of the City Manager's Office.
- Knowledge of principles of City government administration, organization, budget, and personnel management.
- Knowledge of principles and practices of program, policy, and procedure evaluation and development.
- Knowledge of principles of public administration.
- Knowledge of advanced methods and techniques of data collection, research, and report preparation.
- Knowledge of principles of business letter writing and report preparation.

- Knowledge of principles and practices of state and local legislative process.
- Knowledge of basic principles of supervision and training.
- Knowledge of principles and practices of record keeping.
- Knowledge of public relations and customer service techniques.
- Knowledge of public speaking techniques.
- Knowledge of English usage, spelling, grammar, and punctuation.
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications.
- Knowledge of pertinent federal, state and local laws, codes and regulations.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of city goals and objectives. The supervisor reviews work through conferences, reports, and observation of city activities.

GUIDELINES

- Guidelines include department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- Conducts complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving City-wide issues, programs, policies, and procedures; selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics.
- Plans, coordinates, and participates in various program and administrative operations and activities including those having a City-wide impact.

CONTACTS

- Contacts are typically with co-workers, other city employees, elected and appointed official, boards, commissions, and committees, customers, vendors, and other members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Standard office setting. CONTINUOUS working indoors, dust from paperwork. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.
- Work is performed indoors in office and in meeting rooms.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or a related field.
- Five years of increasingly responsible administrative and analytical experience that demonstrates a strong understanding of City-wide operations and the role of local government.