



## **ASSISTANT TO THE CITY MANAGER**

### **Definition:**

Under the direction of the City Manager, assists in performing a wide variety of administrative tasks, public liaison, technical research and reports in various municipal management subjects in coordination with City departments and outside public agencies.

### **Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

- Assists the City Manager in implementation of special City programs and projects.
- Assists in handling incoming requests for information and services.
- Assists in the preparation of City Council agendas and related reports.
- Represents the City Manager at various meetings as required.
- Performs legislative liaison functions as directed.
- Deals directly with the public in solving routine problems which do not specifically relate to the various operating departments.
- Provides supervision of City Manager's clerical staff.
- Attends City Council meetings and other meetings as required.
- Acts as Public Information Officer for City operations.
- Oversees social media, website development and maintenance.
- Performs other related duties as required.

### **Minimum Knowledge, Skill and Ability:**

#### **Knowledge of:**

- Principles and practices of public administration and municipal government.
- Municipal operations.
- Principles underlying the laws and regulations of the municipality.
- Public administrative research methods, techniques, and report presentation.
- Professional writing techniques.
- Relevant mathematical principles and functions.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

#### **Skill and Ability to:**

- Perform a broad range of supervisory responsibilities.
- Understand City programs and resources available to resolve municipal problems.
- Communicate with customers, clients, and the public in face-to-face, one on one and groups meetings and over the phone.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policy.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information on a variety of programs and services.
- Maintain relevant program records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

**Training and Experience:**

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Bachelor's degree from an accredited college or university with major course work in public administration, business, political science, communication or a related field, and 4 years of relevant experience. Master's degree is desirable. Municipal experience preferred.

**Licenses and Certificates:**

Possession of a valid California driver's license is required by the date of hire.

**Physical Requirements and Working Conditions:**

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings and on weekends.