

ASSISTANT TO THE CITY MANAGER

DEFINITION

Under direction of the Council Services Manager, assists the City Manager, the Assistant City Manager and the Council Services Manager in ensuring efficient and effective City Council support operations.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assists the City Manager, Assistant City Manager and Council Services Manager in ensuring efficient and effective City Council support operations. Under direction of the Council Services Manager, provides staff assistance to the Mayor and Councilmembers and coordinates and monitors appropriate response by City departments. Serves as an active participant in the City's Total Quality Service Program and the Department's Agency Advisory Team.

**Specific assignments may include:** analyzing and monitoring Federal and State legislative and regulatory actions, preparing legislative proposals, and directing lobbyists' advocacy efforts on behalf of the City; reviewing responses to Council Services Requests and other reports submitted by various departments for content, completeness, timeliness and format; coordinating and conducting various special and complex projects; conducting research and collecting pertinent data and information for presentation to the City Manager, Assistant City Manager, or City Council; conducting presentations to community groups. Performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

RECOMMENDED MINIMUM QUALIFICATIONS

Experience and education equivalent to three years of progressively responsible experience as a professional-level staff assistant and a Masters degree in public administration, business administration, industrial relations or related field from an accredited college or university may be used to meet the necessary requirements.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Municipal government operations and issues, City Manager - Council form of government.

Ability to: Communicate effectively both orally and in writing; conduct research, analyze data and information, develop recommendations on policies and procedures and prepare comprehensive reports; make presentations to various special groups.

Post-graduate seminars or certification programs in management are highly desirable.

DESIRABLE CHARACTERISTICS

The successful candidate will possess a thorough understanding of municipal government and its interaction with other governmental entities. The ideal candidate is a problem solver who utilizes a systems approach to address issues. He or she must have excellent analytic and organizational skills, and be a proponent of quality customer service. To be successful, the individual must be an excellent communicator who enjoys establishing and maintaining effective working relationships with public officials, other City employees and the public.

Class title established per Council Resolution No. 96-095,  
effective 11-18-96

Reviewed: 01/03

ADA approved: 01/03