

COUNCIL SERVICES MANAGER (MM)

DEFINITION

Under administrative direction, ensures successful operation of the Council Services Office.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Directs and supervises staff to respond effectively to Council requests and citizen inquiries. Prepares correspondence and reports on behalf of Councilmembers and the City Manager on various issues of interest to the community. Manages special and complex projects of a City-wide nature. Monitors local, state and federal legislation that impacts the City and ensures that impacted agencies are kept aware of developments. Coordinates City advocacy efforts. Serves as the City's liaison to the educational community and maintains a frequent and high level of communication with the administrations, elected boards and staffs of educational institutions including the Santa Ana Unified School District and Rancho Santiago College. Leads the City's efforts in collaborating with local institutions to promote the "Education 1st" philosophy. Perform other related functions as required.

MINIMUM QUALIFICATIONS

Any combination of training and experience equivalent to the following:

Education: A Master's degree in Public Administration, Business Administration, Industrial Relations or any other related field from an accredited college or university.

Experience: Two years of progressively responsible professional or management experience providing staff assistance to senior executives or elected officials.

DESIRABLE KNOWLEDGE AND ABILITIES

Knowledge of: Municipal government operations and issues, City Manager - Council form of government. Federal and State intergovernmental activities, operations, relations and protocol.

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 the City Council and special groups as required.

Class title established per Council Resolution No. 87-58,

Reviewed: 2/03

ADA approved: 02/03