

MANAGEMENT ASSISTANT (EXEMPT) (UC)

DEFINITION

Under general direction, assists the Assistant City Manager in ensuring efficient and effective City operations.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Provides staff assistance to Mayor and City Council on a variety of issues and coordinates action and follow-through with City departments. Assists City Manager, Assistant City Manager and Executive Director of External Affairs on assignments, which may include Requests For Council Action, implementation of City policies and complex projects. Compiles, analyzes and monitors federal and State legislation and regulatory actions which may affect the City. May prepare legislative proposals in conjunction with City departments and advocacy efforts with elected representatives. May oversee contract with federal lobbyist and directs their advocacy efforts on behalf of the City. Assists in coordinating City's interagency grants task force which oversees and recommends City action and involvement with federal and State grants. May serve as City staff liaison with League of California Cities, Orange County Division of the League, and U.S. Conference of Mayors. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is an exempt non-civil service position which provides administrative support in the City Manager's Office.

RECOMMENDED MINIMUM QUALIFICATIONS

Graduation from a four-year college or university with specialization in political science, public or business administration or closely related field and one year of governmental administrative staff experience which provides the following knowledge and abilities:

Knowledge of: municipal government operations and issues, City Manager-Council form of government; legislative process and role of legislative committees; interest groups and their role in advocacy of federal, state or local policies.

Ability to: monitor county, state and federal legislative programs; analyze and monitor pending or proposed legislation, assess its impact and develop and write reports for management consideration; prepare legislative proposals, communicate effectively both orally and in writing; maintain effective working relationships with City staff, City Council, lobbyist, and other special groups.

CHARACTERISTICS OF SUCCESSFUL PERFORMER

Successful performers have a sound understanding of organizational systems. They possess excellent analytical and communication skills. As skilled communicators, they provide clear and concise information to city staff and the general public. In addition, they understand and practice the elements of confidentiality and are dedicated to providing a Total Quality environment.