

SENIOR 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 Council Services Manager on special assignments, including Requests For Council Action, implementation of City policies and complex projects. Conducts, analyzes and monitors federal and State legislation and regulatory actions which may affect the City. Prepares legislative proposals in conjunction with City departments and advocacy efforts with elected representatives. Oversees contract with federal lobbyist and directs their advocacy efforts on behalf of the City. Coordinates City's interagency grants task force which oversees and recommends City action and involvement with federal and State grants. Serves 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

RECOMMENDED MINIMUM QUALIFICATIONS

A Master's degree in public administration or related field from an accredited college or university and three years of progressively responsible governmental administrative staff experience which provides the desirable knowledge and abilities.

DESIRABLE KNOWLEDGE, SKILLS 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 PERFORMERS

Successful performers have a thorough understanding of organizational systems. As skilled communicators, they are able to direct projects and obtain from and provide information to staff at all levels of the organization. These problem solvers possess strong analytical skills in addition to excellent written and verbal communication skills and enjoy interpersonal contact with personnel throughout the City.

Class title established per Council Resolution No. 88-070,
effective 10-1-88