

CITY OF EMERYVILLE/MESA

Created: June 2016
TITLE: ASSISTANT TO THE CITY MANAGER
FLSA: EXEMPT
Class Code: 1131

ASSISTANT TO THE CITY MANAGER

DEFINITION

Under direction, performs complex administrative, program presentation and analytical work in support of activities and functions in the City Manager's Office to provide the community with a broad range of services; makes recommendations for action and assist in policy and procedure implementation; provides assistance to the City Manager in conducting the managerial and administrative functions necessary to the operation of the City; and performs related work as required.

CLASS CHARACTERISTICS

This is a journey-level class in which incumbents perform complex and sensitive administrative and analytical work on programs often with City-wide implications. Projects may include statistical analysis, legislative research, labor and other contract negotiation assistance, liaison with the public and varied community groups at various meetings and functions. Incumbents are expected to exercise considerable latitude and independent judgment in assignments when representing the City Manager with City departments, agencies, boards and commissions and community groups. Receives direction from the City Manager and may exercise indirect supervision over assigned staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plan, organize and direct complex administrative, analytical, legislative, fiscal, budget or similar studies relating to the activities and operations of the City.
- Identify problems, determine analytical techniques and information-gathering processes and obtain required information and data for analysis.
- Analyze alternatives and make recommendations for legislation, policy and procedural modifications; prepare a wide variety of written materials.
- Review and analyze a wide variety of City documents, including budgets, policies and departmental reports.
- Represent the City in meetings and maintain liaison with elected officials and representatives of local, regional, state and federal governments, other public agencies, business, professional and community groups, the media and the public.
- Assist with annual budget development, preparation and administration, including monitoring payments.

- Develop or utilize computer applications to assist with analytical studies.
- Work closely with City Manager and other City Departments and a variety of public and private organizations in developing and implementing programs to resolve organizational and operational problems.
- Direct the work of support staff on a project or day-to-day basis.
- Act as Project Manager for major studies and projects.
- Participate on various citywide committees.
- Serve as staff to commissions or boards, prepare agendas and staff reports.
- Coordinate and prepare news releases, articles, newsletters for publication, informational brochures, and the City's website.

QUALIFICATIONS

Knowledge of: principles, practices and methods of administrative, organizational, legislative, economic and procedural research and analysis; municipal government functions and organization, and the basic principles and organization of regional, state and federal level of government; research techniques, statistical methods, and report writing; principles and practices of public sector budgeting, finance and administration; principles of community and public relations; statistics and quantitative analytical techniques; modern office practices, methods, and equipment; English usage, grammar, spelling, vocabulary, and punctuation; techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff; and basic supervisory principles and practices.

Ability to: analyze complex administrative, operational, legislative, economic and organizational problems, evaluating alternatives and developing sound recommendations for effective courses of action; collect, evaluate and interpret varied information and data, either in statistical or narrative form Interpret and apply laws, regulations, policies and procedures; direct and implement planned changes to City service delivery and operations; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work, including elected officials, members of the public, representatives from other agencies, the media and city staff; effectively handle and resolve confrontation situations; communicate effectively both orally and in writing; prepare clear, concise and complete reports, public information materials, correspondence and other written documents; exercise sound independent judgment within general policy guidelines and accept increasing responsibility for programs and organizational processes; represent the City effectively in public meetings; compile and maintain comprehensive records; operate a variety of office equipment; assimilate information, process logically, and make sound decisions; maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment; maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four year college or university with major course

work in Business or Public Administration, Public Policy or a closely related field and three years of increasingly responsible general administrative, management or operations experience in the public sector, which include project administration.

Licenses and Certifications: Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.