

## **CITY OF CAPITOLA**

### **ASSISTANT TO THE CITY MANAGER**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

#### **DEFINITION**

Under general direction from the City Manager, performs a wide variety of complex administrative and analytical duties; administers the department budget, manages and oversees assigned administrative processes, procedures, projects and programs; and provides information and assistance to the public regarding assigned programs and services; and performs other related tasks as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The Assistant to the City Manager is a management level classification with responsibility for assisting the City Manager with the overall management and administration of City operations and services. There is no class series for this classification.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the City Manager.

May exercise direct supervision over assigned staff.

**ESSENTIAL FUNCTIONS** --*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Assume direct responsibility for monitoring and administering a variety of programs; oversee assigned administrative support functions including budget.

Develop and implement operational, administrative, program, and other policies and procedures; assist in contract negotiations and administration.

Participate in drafting and implementing City-wide and departmental goals, policies, and procedures.

Direct the preparation and administration of assigned budget(s); maintain and monitor appropriate budgeting controls; prepare various financial reports as required.

Collect, compile, and analyze complex information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.

Serve as City liaison/facilitator with public and private organizations, community groups and other related organizations.

Receive and respond to complaints and questions from the general public relating to assigned programs; review problems and recommend corrective actions; prepare summary reports as required.

Participate in special projects including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports; participate in a variety of Department operations.

Assist in the preparation of ordinances and other supporting program documents; prepare and monitor program contracts and related proposals; monitor compliance with applicable contracts and agreements.

Prepare comprehensive technical records and analytical reports pertaining to assigned area of responsibility including resolutions and ordinances; conduct research and comprehensive data collection efforts to support analysis.

Coordinate activities with other City departments, the public and outside agencies including training, emergency preparedness drills, information forums and other communications and contacts.

Manages specific programs/projects as assigned by the City Manager

Participate in various committees; attend and participate in professional group meetings.

Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of public administration used in the operations of local government

Methods of research, program analysis, and report preparation.

Principles and practices of Human Resources.

Policies and procedures of the assigned department.

Principles and practices of budget administration.

Public relations techniques and facilitation skills.

Principles and procedures of accounting and procurement practices.

English usage, spelling, grammar and punctuation.

Modern office procedures, methods including computers.

Federal, State and local laws, codes and regulations.

Perform complex administrative and analytical activities for assigned programs.

### **Ability to:**

Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply administrative and departmental policies and procedures.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

Research, analyze, and evaluate programs, policies, and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Prepare clear and concise reports.

Independently prepare correspondence and memoranda.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Facilitate public meetings

Independently manage and prioritize workload, demands and time.

Use initiative and judgement within established guidelines.

Manage complex projects and programs.

Maintain mental capacity, which allows for effective interaction and communications with others.

### **Education and Experience**

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

#### **Experience:**

Five years of increasingly responsible administrative and analytical experience preferably within a local government environment.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. Masters degree highly desirable.

### **WORKING CONDITIONS**

**Environmental Conditions:** Office environment utilizing computers.

**Physical Conditions:** Essential and marginal functions may require maintaining physical condition necessary for sitting for up to three hours at a time. Ability to operate computer, telephone and copying machine.

Revised: Date: 11/13/14  
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