

ASSISTANT TO THE CITY MANAGER
(Unclassified)

DEFINITION

To assist the City Manager in a wide variety of administrative tasks; to conduct specific and comprehensive analyses of a wide range of municipal policies, organization, procedures, finance and services, to assume responsibility for a significant functional area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager. Functional supervision may be provided by the Assistant City Manager.

Responsibilities include direct and indirect supervision of subordinate management, professional, and clerical personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Assists in the development and implementation of goals, objectives, policies, and priorities.
2. Investigates, interprets, analyzes, and prepares recommendations in relation to proposals for new programs, services, equipment and personnel.
3. Provides administrative guidance to the various departments regarding programs, projects, and reports as assigned.
4. Investigates and prepares reports on specific requests and complaints pertaining to various governmental activities.
5. Confers with various members of the public to explain policies and programs.
6. Gathers and analyzes data on existing programs; conducts surveys and prepares proposals including financing, staffing, and organizational requirements.

EXAMPLES OF DUTIES (continued)

Assistant to the City Manager (Unclassified)

Page 2

7. Provides staff support to Council Committees or individual members of Council
8. Represents the City in the community and at professional meetings as required.
9. Responds to citizen complaints and requests for information.
10. Assists in the coordination of activities of the City Manager's office, with City departments and divisions, and with outside agencies.
11. Assists in budget preparation and administration.
12. Assumes responsibility for a significant functional area of responsibility as assigned.
13. Selects, supervises, trains, and evaluates assigned staff.

QUALIFICATIONS

Knowledge, Abilities, and Skills

- A. Knowledge of principles and practices of public administration.
- B. Knowledge of research techniques, sources and availability of information, and methods of report presentation.
- C. Knowledge of applicable federal, state and local laws, rules, and regulations pertaining to local government operations.
- D. Ability to analyze a variety of administrative problems and to make sound policy and procedural recommendations.
- E. Ability to communicate clearly and concisely, orally and in writing.
- F. Ability to properly interpret and make decisions in accordance with laws, regulations and policies.
- G. Ability to prepare complete and accurate reports.
- H. Ability to supervise, train, and evaluate assigned staff.

EXPERIENCE AND EDUCATION

Assistant to the City Manager (Unclassified)

Page 3

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

Experience

Four years of responsible experience in municipal administrative work.

Education

Equivalent to a Bachelor's Degree from an accredited college or university with major work in public administration or a closely related field. A Master's Degree is desirable.

PROBATIONARY PERIOD: One year

1126CS89

December 1978

Revised June 1984

AAP GROUP: 4

FPPC STATUS: Designated

FLSA STATUS: Exempt