



Position Description

**ASSISTANT TO THE CITY MANAGER**

**GENERAL PURPOSE**

Under the general direction of the City Manager or designee, performs highly professional duties and is responsible for complex administrative, analytical and technical work in the administration of the City Manager's office; conducts financial and special studies, surveys and research assignments in a variety of administrative and operational procedures; coordinates meetings and activities with other departments and outside agencies; assists the City Manager with special projects; provides guidance and recommendations on various City policies, procedures, goals and objectives; may be responsible for oversight of programs, projects and/or financial and administrative sub-functions of the department; this position works directly with the City Manager and/or designee to draft and prepare press releases, and may perform the role as public information officer as necessary; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This class provides professional support to the City Manager's Office on City-wide policies by the assignment of the full range of professional duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the functional work area. This is a full-time and Fair Labor Standards Act (FLSA) exempt position.

**SUPERVISION RECEIVED**

Works under the general supervision of the City Manager or other management staff member as designated by the City Manager.

**SUPERVISION EXERCISED**

May exercise supervision over professional, technical and clerical support staff, temporary, seasonal, part-time or other staff, as assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)**

Provide professional staff assistance to the City Manager, and the Assistant City Manager on public and confidential matters; provide excellent customer service to internal and external representatives.

Conduct studies assigned by the City Manager or Assistant City Manager and make reports that contain findings and recommendation for the solution of various management problems; develop recommendations for improving departmental operations and procedures.

Assist in the development, coordination and monitoring of the city and/or department budget; analyze costs and prepare a variety of fiscal, administrative and management reports. Correct discrepancies in revenue and expenditure estimates for assigned budgets as well as participate as a member of the City-wide budget team; Compile and analyze a wide variety of data.

Make recommendations on the formulation of policies and procedures.

Provide professional advice and counsel to City staff and elected officials in connection with the solution of administrative and operating issues.

Process complaints and requests received from the public by the City Manager's office by obtaining needed information and preparing replies. Initiate and respond to both written and verbal correspondence.

Review and approve various operating matters that require processing through City Manager's Office as assigned and to the extent delegated.

Keep informed of State and Federal legislation that may have an impact on the City and submit reports containing results of analysis and proposed actions.

Represent the City Manager's Office in intergovernmental, interdepartmental, community, and professional meetings as required.

Make public presentations and interact with City Council, Commission, Committee and Board members, staff and the general public to answer questions and provide information.

Provide assistance and staff support on public participation, public information, labor relations, budget development and other activities as assigned.

Research and apply for State and Federal funding assistant grant programs, when available.

Support, promote, and maintain safety in the work place.

Perform related other duties or special projects as assigned.

## **PERIPHERAL DUTIES**

Reports for work at any time in event of disaster or other emergency situation; Interviews individuals to obtain data or draft correspondence to answer inquiries.

May review purchase requisitions to insure accuracy and compliance with the budget, policies, and procedures. Establishes purchase orders, agreements, and other contracts meeting the best interests of the City.

Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.

Attend seminars and workshops related to administrative duties and responsibilities.

Serves as a member of various employee committees.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Graduation from an accredited college or university with a bachelor's degree in either public administration, political science, business management, or a closely related field, and

At least three (3) years of full-time professional administrative and analytical experience similar to Management Analyst II as in the City of San Bruno;

### **Necessary Knowledge Skills and Abilities:**

Working knowledge of: Ordinances, resolutions, and laws affecting the operation of a municipal organization; principles and practices of current public administration, office practices, procedures, methods and equipment; research techniques, problem solving methods and techniques, sources of information and availability of information and report preparation and presentation; principles and practices of government finance and enterprise fund finance, budgeting and accounting; organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs; principles of budget preparation, analysis, monitoring and expenditure control; principles of current personnel management, supervision and labor relations.

Advanced skill in operation of listed tools and equipment.

Ability to: maintain confidentiality on sensitive matters and exhibit tact; accurately record and maintain records; establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; communicate effectively verbally and in writing; convey complex and sensitive information that is easily understood; analyze fiscal, budgetary or administrative problems and propose solutions; read, interpret and understand complex rules, regulations and ordinances; work

independently; analyze and review organizational and management problems and recommend and implement effective courses of action; draft and edit reports and various documents; learn, interpret and apply City policies, procedures, rules and regulations; perform advanced level research and manage projects; elicit cooperation of others; properly interpret and make decisions in accordance with laws, rules, and policies and to assimilate and understand information consistent with essential job duties; think clearly and work well under high pressure situations; make sound judgments in a manner consistent with essential job duties.

### **SPECIAL REQUIREMENTS**

Ability to obtain and maintain a valid California driver's license.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, data base software and calendaring; 10-key calculator; phone; copy machine; fax machine; and automobile.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. Employee must maintain physical condition appropriate to performance of job duties which may include sitting for long periods of time and operating assigned office equipment, and maintain stamina to attend and participate in evening meetings as assigned.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbents generally work in an office environment with extensive public contact. Incumbents may be required to work in the field on occasion. The noise level in the work environment is usually quiet, but can be moderately noisy. The noise level when in the field can be quite noisy.

## **SELECTION GUIDELINES AND GENERAL INFORMATION**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: October 13, 2015

Revision History:

Resolution: 2015-88