Assistant to the City Manager

FLSA:	Standard/Exempt	**EEO Category:**	(20) Professionals
Class Code:	10986	**Salary Grade:**	BD6
Approved:	December 09, 1998	**Last Revised:**	November 02, 2007

Purpose:

Under the general direction of the Chief of Staff and the City Manager performs duties to support the needs of the City Manager's Office.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Provide professional level support to the Chief of Staff and City Manager.
2. Manage the agenda office.
3. Provide long-range planning and weekly coordination of council agenda and supervision of agenda coordination and customer service staff for Management Services Division.
4. Ensure that the agenda is prepared in a timely and accurate way for each Council meeting and that information is effectively funneled both in and out of the City Manager's Office to all stakeholders with respect to all projects/requests.
5. Prepare and deliver presentations to department Directors/Executive Team on agenda process issues/performance data.
6. Provide oversight and tracking of the RCA process.
7. Implement tracking and information systems for the City Manager.
8. Provide administrative support to City Manager during council meetings and work with Executive Assistants to track follow-up requests from council and citizens.
9. Maintain effective relationships with Mayor and Council offices and facilitate the resolution of problems presented to City Manager from citizens.
10. Develop reports for Chief of Staff and City Manager.
11. Monitor budget for the Management Service Division.
12. Create new processes and systems to improve the functioning of both the City Manager's Office and the Executive Team.

Responsibilities - Supervisor and/or Leadership Exercised:

The incumbent of this position may be required to perform all the necessary tasks as they relate to hiring, disciplinary actions, conducting employee evaluations, coordinating and delegating work, training and managing the flow of work for the operation.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of the department performance goals and initiatives.
- Knowledge of departmental relationships with boards and commissions as well other public and private agencies.
- Knowledge of Microsoft applications, including Word, Excel, Access and PowerPoint.
- Knowledge of the fiscal and budgetary processes within the department.
- Ability to confer with individuals on behalf of the City Manager or Chief of Staff.
- Ability to gather and analyze data regarding sensitive issues relating to the operations within department.
- Skill in oral and written communications.

Minimum Qualifications:

Bachelor's degree in Business or Public Administration or related field plus five (5) years of experience in a professional/administrative capacity.
Combination of equivalent experience and/or education.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.