



## **CLASS SPECIFICATION**

**CLASS TITLE:** ASSISTANT TO THE CITY MANAGER

**DEFINITION:**

Under general supervision, performs a wide variety of administrative and analytical tasks for the City Manager; conducts studies of city policies and procedures, program services, city organization structure and community issues; may administer a specific program area; assists in negotiation with the City's employee associations and does related work as required.

**EXAMPLES OF DUTIES:**

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

- Initiates and conducts analytical studies and research of City policies and procedures, program services, organizational structure and community issues and problems that require the analysis of an issue and formulation of recommendations and preparation of reports to the City Manager.
- Coordinates and assists in negotiations with the City's employee associations and addresses issues associated with the implementation and interpretation of Memorandums of Understandings with these associations.
- Responds and addresses a variety of citizen complaints and concerns and explains City policies, procedures and services to the public.
- Conducts or coordinates studies pertaining to a variety of administrative and operational issues; determines appropriate actions; advises City Manager on findings and effective solutions; assists departments in the review, evaluation and reporting of special problems or issues.
- Assists in the preparation of the City budget and analysis of departmental requests and may perform selected organizational studies and program activities.
- Assists in monitoring developments related to City management matters; reviews and interprets new and proposed legislation; assists in determining the impacts on operations and programs of the organization.
- Makes oral presentations to department managers, Council, community organizations and other governmental agencies on various issues and topics.
- May administer specific program areas and grant programs.
- May represent the City Manager on administrative matters in his/her absence.
- Performs related duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

- The principles and practices of local government administration;
- Methods of performing management analysis;
- Public finance and personnel and sources of information related to problems of local government;
- Research methods and techniques;
- Statistical and work measurements and standards;

- Report presentation;
- Applicable Federal, State and local laws, rules and policies regarding local government.

Ability to:

- Write clear and concise reports, memoranda, directives and letters;
- Develop comprehensive plans of action from general instructions;
- Gather, interpret, analyze, evaluate and present a variety of management analysis data;
- Properly interpret and make decisions in accordance with laws, rules and policies;
- Interact effectively with personnel at all organizational levels and function in stressful or confrontational situations;
- Meet the public and to discuss problems and complaints tactfully, courteously and effectively;
- Establish and maintain effective working relationships with managers and City employees;
- Initiate, plan and complete work assignments with a minimum of supervision and a strong commitment to good government;
- Operate personal computer and applicable software programs.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Two years experience in municipal administration, which included labor relations and administrative analysis and equivalent to B.A. degree in Public Administration, Business Administration, or related field or any combination of experience and training which provides the required knowledge, skills and abilities. A Master's degree or continuing graduate work in administration and management is desirable.

Special Requirements:

Possession at time of hire and continued maintenance of a valid California Class C driver's license is required.

Employment Type: Full-Time Nonclassified  
Bargaining Unit: AMPX  
FLSA Status: Exempt

Established: September 16, 2004  
Amended: April 6, 2021  
Class Code: TBD