

CITY OF SALINAS

ASSISTANT TO THE CITY MANAGER

**BARGAINING UNIT/CLASS CODE:
CONF MGMT/C23**

DEFINITION

Receives administrative direction from the City Manager and Assistant City Manager in providing staff assistance in the overall administrative activities, projects and operations of the City Manager's Office; assists the City Manager and Assistant City Manager in providing the community with a broad range of services; provides highly complex staff assistance to the Mayor and City Council.

DISTINGUISHING CHARACTERISTICS

This is a single position class, which provides assistance to the City Manager's Office on Citywide policies.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager and Assistant City Manager. May plan, direct and exercise the work of support staff on a project or day-to-day basis.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Provide staff assistance to the City Manager, the Assistant City Manager, the Mayor and City Council. Conduct studies assigned by the City Manager/Assistant City Manager and make reports containing findings and recommendations for the solution of various management problems. Compile and analyze a wide variety of data. Make recommendations on the formulation of policies and procedures. Provide advice and counsel to City officials in connection with the solution of administrative and operational problems. Process complaints and requests received by the City Manager's office by obtaining needed information and preparing replies. Plan and organize administrative studies relating to the activities or operations of the department, functional area to which assigned or the operations of the City as a whole. Identify problems, determine analytical techniques and information-gathering processes and obtain required information and data for analysis; analyze alternatives and make recommendations regarding such areas as organizational structure, staffing facilities, equipment, cost analysis, productivity, policy or procedure development. Discuss findings with management staff and prepare plans and assist in implementing policy and procedural modifications. Track 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. Interact with council/commission members, staff and the general public to answer questions and provide information. Present relevant reports and issues to the City Council. Complete various correspondence, reports and newsletters. Apply for state and Federal funding assistance. Promote and maintain safety in the work place. Handle special projects in various departments as assigned. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the office work environment; physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**CITY OF SALINAS
ASSISTANT TO THE CITY MANAGER (continued)**

QUALIFICATIONS

Knowledge of:

Municipal governmental organization and operation. Federal, state and local laws and regulations affecting assigned areas of responsibility. Principles, practices and methods of administrative, organizational, economic and procedural analysis; public administration. Business computer user applications, particularly as related to statistical analysis and data management. Financial, statistical, comparative analysis techniques and formula, basic budgetary principles and practices.

Ability to:

Communicate clearly and concisely, orally and in writing. Promote the mission, values, and standards of an effective public organization, particularly in the area of customer service. Effectively represent the City Manager's Office to the community and the general public. Properly interpret and make decisions in accordance with laws, regulations, and policies. Prepare complete and accurate reports. Establish and maintain effective working relationships with City staff, the public, County, State and Federal agencies. Supervise, train and evaluate assigned staff.

Skills to:

Analyze complex administrative, operational, economic and organizational problems, evaluating alternatives and reaching sound conclusions. Collect, evaluate and interpret varied information and data, either in statistical and narrative form; interpret and apply laws, codes, ordinances, regulations, policies and procedures. Prepare clear, concise and complete reports and other written material; maintain accurate records and files and coordinate multiple projects while meeting critical deadlines. Exercise sound independent judgment within established guidelines. Establish and maintain effective working relationships with those contacted in the course of the work. Exhibit discretion and integrity when handling sensitive situations.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be possession of a bachelor's degree from an accredited college or university with major course work in business or public administration, human resource management, or a related field, plus five years of professional experience in closely related areas. Experience in a public agency is desirable.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 10-94, REV: 2-04, REV: 4-09