Range: SG-15
Exempt
Date: April 19, 2004

ASSISTANT TO THE CITY MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are ***not*** *intended to reflect all duties performed within the job.*

DEFINITION

To assist the City Manager in coordinating information and analysis required by the City Manager. This includes the ability to perform financial analysis on complex issues and budget analysis. In addition, the position will perform general administration duties, including liaison with City Council and departments. To perform these functions the position will be required to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Manager.

ESSENTIAL FUNCTION STATEMENTS – *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
2. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within Departmental policy, appropriate service and staffing levels.
3. Perform financial analysis when required for complex issues. This includes being capable of providing net present value calculations as well as other statistical data when requested.
4. Research, prepare and present reports and recommendations for committees and the City Council; make public presentations and recommendations on various aspects of planning services and activities.

Essential Functions (continued):

5. Make recommendations to department director or City management regarding general accounting functions, payroll, grant analysis issues and other matters involving operational policy and administrative problems.

6. Serve as liaison for the City Manager's office with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
7. Provide responsible staff assistance to the City Manager.
8. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to fiscal records management programs, policies, and procedures as appropriate; prepare fact sheets, position papers and reports.
9. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal finance and management.
10. Respond to and resolve difficult and sensitive citizen/customer inquiries and complaints.
11. Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.
12. Perform related duties and responsibilities as required.
13. Perform budget analysis.
14. Perform investment advice.
15. Research and recommend policy initiatives.
16. Perform Grant Management functions for Community Development Block Grant and other grants as required.
17. Perform property management function for the City Hall complex.
18. Supervise departments when required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a municipal accounting program.
Management skills to analyze programs, policies and operational needs.
Principles and practices of program development and administration.
Principles and practices of grant administration and grant writing.
Principles and practices of accounting, budgeting, and auditing.
Principles and procedures of financial record keeping and reporting.
Principles and practices of automated data processing systems as applied to accounting applications.
Modern office procedures, methods and computer equipment.
Principles of business letter writing and basic report preparation.
Advanced mathematical principles.
Statistical analysis.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State, and local laws, codes and regulations.
Knowledge of ICMA Code of Ethics.

Ability to:

Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.
Ensure necessary training and other technical support for building and environment that encourages teams and continuous improvement.
Develop and administer, division goals, objectives and procedures.
Prepare and administer large and complex budgets.
Perform complex statistical and financial analysis.
Negotiate solutions effectively with customers.
Manage property related issues.
Manage and write grants.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Experience and Training Guidelines

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

Experience:

One year of experience in municipal management or municipal financial management.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in business administration or public administration or a related field. MPA or MBA preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment utilizing computers.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting for prolonged periods of time and working closely with others; general manual dexterity.