

JOB SPECIFICATION

CLASS TITLE	ADOPTION	
ASSISTANT TO THE CITY MANAGER	RESOLUTION NO. 8087	EFFECTIVE DATE 9/7/2021
	FLSA DESIGNATION EXEMPT	

GENERAL PURPOSE

Under direction of the City Manager, performs a variety of complex administrative and programmatic tasks, including preparation of strategic grant applications for various programs in all facets of City government; provides professional, technical and analytical assistance in coordinating and administering various City grants; performs professional public relations and communications work in planning, organizing and/or public information, media relations, and communication programs; manages special projects and provides high level administrative support to the City Manager. Conducts analyses and makes recommendations to the City Manager on a wide-range of municipal programs, operations, services and policies. Functions as a member of the City Manager's management team and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This mid-management, single position class provides administrative and strategic support to the City Manager, City Council, and City departments. The incumbent receives administrative direction from, and is responsible to, the City Manager and may exercise direct and indirect supervision over office support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The duties listed below 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 this class.
1. Develops and implements strategies to secure new and continuing revenue through grants and funding partnerships for complex and highly visible City projects.
 2. Conducts research, identifies and prepares grant proposals in conjunction with various City departments and other governmental agencies.
 3. Monitors and administers the expenditure of grant and contract funds, and works with departments to ensure that appropriate record-keeping and reporting tasks for all City grant programs are implemented and maintained.
 4. Prepares Requests For Proposals (RFP) for contractors to perform grant funded projects; reviews and evaluates submitted proposals, and recommends awards.
 5. Negotiates and administers contracts with organizations involved with projects using grant funds, and assesses an organization's ability to provide required services.
 6. Tracks grant deadlines and prepares status reports as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

7. Plans, organizes and participates in public relations and media programs in accordance with the City's goals and objectives; coordinates activities with department representatives and other management staff; discusses current developments and on-going programs, and provides and obtains information from department staff and other management representatives.
8. Assists in implementing policies and procedures that enhance the City's community, legislative, news media, public outreach and small business programs; establishes and maintains close relations with representatives of the news media in order to seek support for public programs, suggest new editorial ideas, encourage coverage of County issues, direct reporters to stories and cultivate future stories.
9. Prepares news releases, fact sheets, and other reports; develops educational material and programs for use by the media; disseminates information to the general public, news media, public and private sector officials, and small business; prepares press releases on such subjects as public hearings, rule and legislative changes, and announcements; researches and writes various publications, such as brochures, fact sheets, pamphlets, and newsletters for distribution to the public, employees, private organizations, and small businesses.
10. Manages and oversees assigned programs and special projects, and provides highly responsible and complex administrative support to the City Manager.
11. Provides professional administrative and analytical assistance to the City Manager and Deputy City Manager regarding Citywide issues, programs, goals and objectives, and/or operations.
12. Collaborates with City Departments and other staff as assigned on the status of pending project assignments; assist in ensuring timelines and given budgets are met.
13. Provides technical support to the Chief Negotiator for the City in the negotiation of labor agreements with employee organizations; assists with drafting contract language; represents the City in labor and management issues.
14. Monitors and maintains compliance with pertinent federal, state and local laws, codes, regulations, and ordinances; assists in implementing procedures to ensure compliance with applicable laws and regulations.
15. Assists in developing and administering the City Manager and City Council department budgets, as well as assigned portions of the general City budget.
16. Represents the City in relations with the community, committees, and outside agencies.
17. Makes presentations to City Council, other governing bodies, agencies, and community groups.
18. Researches, analyzes and prepares reports on complex and highly visible projects.
19. May serve as a staff liaison to ad hoc and regular City committees and commissions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 20. Attends City Council meetings and assists in the follow-up and implementation of Council decisions and requests.
- 21. May supervise and evaluate clerical and technical staff; assign and prioritize work.
- 22. Perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- 1. Principles and practices of grant writing and administration.
- 2. Advanced principles and practices of municipal government, including budget preparation and administration.
- 3. Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- 4. Methods and techniques of administrative analysis.
- 5. Principles and techniques to plan, organize, and coordinate local government public relations, communications and media relations programs.
- 6. Techniques of preparing, producing and disseminating information to the general public, news media, schools, and the community, utilizing all major media of communication.
- 7. Principles and practices of employer-employee relations.
- 8. Pertinent Federal, State, and Local laws, codes and regulations.
- 9. Research and reporting methods, techniques, and procedures.
- 10. Modern office procedures, methods, and computer software and hardware.
- 11. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

ABILITY TO:

- 1. Successfully prepare grant applications and secure additional funding sources.
- 2. Implement and coordinate the processing and documentation of contracts and agreements.
- 3. Analyze administrative problems and situations, and present appropriate facts and recommendations.

MINIMUM QUALIFICATIONS

4. Make effective oral and written presentations.
5. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
6. Operate a computer and standard business software and a variety of computer software programs and databases related to area of assignment.
7. Establish and maintain effective working relationships with the general public, media, community groups, other City employees, and officials.
8. Understand and speak Spanish (highly desirable).

EDUCATION, TRAINING AND EXPERIENCE:

A typical way to obtain the knowledge, skills and abilities outlined above is:

Graduation from an accredited four-year college or university with a major in Public or Business Administration, Economics, Public Policy, Marketing, English, Law or related field is required. A Master's degree in a related field is highly desirable, and may substitute for one (1) year of work experience. Four (4) years of increasingly responsible professional experience in a staff and/or line management capacity participating in research, administrative, organizational, functional or procedural problems is required. Experience in grant writing and public information activities is highly desirable. At least one-year experience working in a City Manager's Office is highly desirable.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

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

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

PHYSICAL AND MENTAL DEMANDS

MENTAL DEMANDS

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet. The employee occasionally works in outdoor weather conditions near moving equipment and heavy traffic

