

## **ASSISTANT TO THE CITY MANAGER**

### **DEFINITION**

Under direction of the City Manager or designee, the incumbent performs a wide variety of highly responsible, complex, and diverse advanced level professional duties involved in providing administrative, analytical, and technical support to the City Manager's Office; plans, coordinates, and participates in various program and administrative operations and activities including those having a City-wide impact; manages and oversees assigned service areas and/or Division; coordinates assigned activities with City departments, outside agencies, and the general public; and provides information and assistance to internal and external customers regarding assigned Division, programs, and services. Performs duties that require considerable confidentiality, initiative, tact, mature and independent judgment; strong interpersonal and organizational skills.

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the City Manager or his/her designee.

Responsibilities include direct and indirect supervision of subordinate management, professional, and support staff.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

#### **Essential**

Assist in program, policy, and budget development, implementation, monitoring and evaluation. Prepares recommendations for budget requests, grants, and new programs or projects.

Manage various projects and studies; gather and evaluate information and prepare appropriate written reports.

Monitors and reviews state and federal legislation; tracks legislative bills; consults with state and federal lobbyists, City Attorney, and City Manager regarding legislative issues; analyzes, researches, and prepares reports on legislation impacting the City

Provide support services for various departments/divisions, including attending meeting and making formal presentations before various groups.

Participate in and/or may coordinate departmental and interdepartmental task forces and committees.

Research, collect, compile, and analyze a variety of complex and statistical data.

Provide staff support to Council subcommittees or individual members of the Council, as appropriate.

Serve as departmental liaison between City Manager's department and other City departments, the public, and outside agencies and contractors.

Works with the City Manager, Assistant City Managers, administrative staff and employees of the City to plan, organize, track and implement programs on matters affecting assigned areas of responsibility

Plan, assign, direct, and evaluate the work or project of on-going support staff.

Assistant to the City Manager - Assigned to Economic Development:

Coordinate Redevelopment dissolution activities, secure capital funding sources and oversee other economic development projects. Administers and implements the City's economic plans, programs, policies and strategy.

Leads the implementation of the Economic Development Workplan.

Functions as a liaison to the San Pablo Economic Development Corporation, San Pablo Merchants Association, and Chamber of Commerce and to other professional economic organizations.

Meets with potential investors and developers.

Coordinates and recommends project activities including real estate acquisition and disposition, relocation, demolition, building construction and rehabilitation, property management and project improvements.

Maintains a database of vacant or underutilized commercial, office and industrial land and tenant spaces.

Works with property owners and prospective tenants to match available properties with desired commercial business activities

Assistant to the City Manager - Assigned to Personnel Administration

Advises executive and management staff regarding sound Personnel Administration practices and techniques to effectively plan for and manage the City's workforce.

Consults with the Assistant City Manager, department and division heads, employee representatives and others on matters related to policy interpretation, discipline, grievances and other personnel practices and matters.

Develops, directs, and administers the City's classification and compensation systems including recommending the adoption or elimination of classifications, recommending salaries, conducting compensation and benefit surveys, and participating in the development of related strategies for labor negotiations.

Directs and administers a comprehensive recruitment, selection, orientation and onboarding program in accordance with applicable local, state and federal rules and regulations.

Coordinates with MPA (Joint Powers Authority) on the City's Workers' Compensation and safety programs and claims, maintains the City's Injury and Illness Prevention Program (IIPP), ensures compliance and performs related functions.

Keeps the Assistant City Manager properly informed of activities and issues of the division. Prepares for and makes presentations to City staff and the City Council, as necessary.

Manages employee relations activities including contract interpretation, grievance process administration, progressive discipline, facilitates negotiation of new and revised policies and procedures, and maintains ongoing communication with employee unions and associations.

Important

Perform related duties as assigned.

**QUALIFICATIONS**

Knowledge of:

Principles, methods, and trends of municipal government; including best management practices for analyzing and evaluating programs, policies, and operational needs.

Federal, State and local laws, codes, and regulations pertaining to local government operations, and to the assigned area.

Basic supervisory principles and practices including, planning, assigning, monitoring, and evaluating the work of assigned staff and/or contractors.

Public relations and internal/external customer service techniques.

Ability to:

Perform a wide variety of highly responsible, complex, and diverse advanced level professional duties involved in providing administrative, analytical, and technical support to the City Manager's Office involving the use of independent judgment and personal initiative.

Understand the organization and operation of the City as a whole and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply pertinent federal, state, and local laws, codes, and regulations as well as City and departmental policies and procedures.

Conduct various administrative and organizational studies and analyses on a wide variety of complex issues.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Develop, implement, and interpret City policies, procedures, regulations, and codes. Research, analyze and evaluate City-wide programs, policies, and procedures.

Coordinate a variety of complex tasks and assignments simultaneously. Plan and organize work to meet changing priorities and deadlines.

Assist with budget preparation and administration.

Effectively present information and respond to questions from internal and external customers including council members, committee and commission members, and the general public. Communicate clearly and concisely, both orally and in writing.

Supervise and train assigned staff.

Demonstrate an awareness and appreciation of the cultural diversity of the community.

Establish and maintain effective working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Four years of increasingly responsible administrative and analytical experience (at least three of which are in a public agency) that demonstrates a strong understanding of City-wide operations and the role of local government.

#### **Education:**

Possession of a Bachelor's Degree from an accredited four-year college or university, Master's Degree is desirable.

### **PHYSICAL REQUIREMENTS:**

The work requires a combination of the following physical requirements depending upon a given task, on a given day: between 3 to 8 hours of sitting and finger dexterity; up to 3 hours of standing, walking, bending, twisting turning, firm grasping, reaching forward or overhead, talking (face-to-face, verbal contact or public speaking) pinch grasping, hand-eye-foot coordination, far vision accuracy; up to 3 hours of carry, lifting or pushing/pulling less than 25 lbs.; 3 to 6 hours of near vision accuracy; up to 3 hours of conversations; up to 6 hours of telephone conversations.

### **MENTAL REQUIREMENTS:**

The work requires a combination of the following mental requirements depending upon a given task, on a given day: abstract variables; interpreting, comprehending and following instructions; detailed, uninvolved instructions; standard problems; simple to complex- reading, writing, and math skills; clerical, synthesizing, coordinating, analyzing, computing, copying, comparing, supervising, serving, setting-up, operating-controlling; performing from simple, repetitive, tasks to varied, complex assignments; maintain work pace, influencing other people, relating to other people, evaluating; generalizing; and responsibility for direction.

### **WORK ENVIRONMENT:**

Work is performed indoors and outdoors; using a computer and other office equipment; working alone; working around or with others.