

ASSISTANT TO THE CITY MANAGER

JOB DESCRIPTION

Classification Responsibilities: An Assistant to the City Manager performs highly responsible professional administrative liaison, staff, and managerial work in carrying out a wide variety of activities relating to organizing, coordinating, and implementing management projects at the direction of the City Manager or designee. Work includes project oversight for a variety of complex and sensitive assessments of City operations and management research projects. May provide temporary and/or quasi-supervision over staff as needed and as directed by the City Manager. The incumbent is expected to exercise considerable initiative and judgment in carrying out assigned duties in the following areas: Special Projects, Government Relations, and Innovation.

Special Projects: organizing and coordinating special projects and studies requested by City management and resolving issues in problem areas or recommending corrective action; conducting and supervising studies of operational problems and making recommendations for improvements or evaluating recommended changes in organization, policy, procedures, or courses of action. Employees in this classification are responsible for preparing reports and correspondence to express objectives, findings, recommendations, and goals to the City Manager, City Council, etc., as directed.

Government Relations: working as an advocate of the City's positions on issues before the U.S. Congress, State Legislature, and regional government boards, as well as developing Mesa's relationship with other municipalities, tribal governments, and special interest groups throughout Arizona; briefing elected officials, City Manager, and senior management on complex municipal and community issues; researching and developing recommendations on Citywide issues, pending legislation and other administrative issues; soliciting input from City departments and developing strategies to engage the City in legislative and regulatory issues of importance; serving as a constituent liaison about issues and suggestions and ensuring City responsiveness; and interpreting federal, state and City statutes, ordinances, rules and regulations.

Innovation: demonstrating continuous effort to improve operations, decrease turnaround times, and streamline work processes; creating and maintaining strategic, tactical, operational, short-term, and long-term plans with clear objectives, outcomes, and performance measures; analyzing and researching a variety of administrative and operational issues/problems and providing sound solutions or courses of action; establishing and maintaining systems for measuring, monitoring and reporting on operational and management performance Citywide; advising City management and the City Council on the effective, efficient, and economical management of the areas of assignment; submitting reports; and recommending improvements to systems, processes, functions, and activities.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Employees in this class may be required to attend meetings of the City Council and Council committees, Arizona League of Cities and Towns, Maricopa Association of Governments (MAG), as well as others, which may require working early morning or evening hours. The Assistant to the City Manager receives administrative direction from a Deputy City Manager who evaluates work through conferences, meetings, written reports, and results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, Organizational Development, or a related field. Five years of progressively responsible experience in government relations, technology and innovation, or comparable administrative experience.

Special Requirement. Must possess a valid Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. None

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Master's Degree in Public or Business Administration, Organizational Development or a related field is highly desirable.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with management, consultants, other City employees, department directors, City Council, the Mayor, and other public officials, in order to provide assistance to the Mayor, City Council, City Manager, Assistant City Managers, and Deputy City Managers; respond to inquiries; discuss City programs and projects; present reports, conduct research, and provide information and recommendations. Advises the City Manager or designee on operational and organizational matters as requested, through oral and written reports. Makes effective verbal and written presentations. Reviews and approves City Council communications prepared by areas of responsibility. Writes management consultant contract requirements in conformance with City policies and state and federal laws, ordinances, rules and regulations. Discusses policies and procedures and presents recommendations to the City Council. Works with City boards and commissions as needed. Prepares correspondence, reports, agreements, data analysis, policies and procedures, etc. Communicates policies and procedures, staff expectations, and management perspective to the appropriate parties. Prepares City Council reports, and reports for City management.

Manual/Physical: Attends meetings, requiring a standard Arizona Driver's License, of the City Council, Council committees, MAG subcommittees, the Arizona League of Cities and Towns, and other related meetings and programs and reports on activities as requested. Prepares and updates schedules, graphs, and project status charts to display and summarize information for management review and presentation. Reviews work product to ensure compliance with standard operating procedures, Arizona Revised Statutes, insurance policies, City policies, etc. Inspects, monitors, and evaluates information to determine compliance with standards, regulations, and guidelines. Operates a personal computer to create reports, correspondence, analyze data, and make PowerPoint presentations. May represent the City Manager's office at meetings by making presentations to explain program or project status and arranges for compilation of data to assist in the decision-making process.

Mental: Plans, organizes, and directs the functions of special projects. Develops and implements policies and procedures applicable to administrative functions. Reviews general operations to determine efficiency and provides direction on major projects or problem areas. Conducts research and analyzes data regarding project costs. May assist in the preparation of administrative budgets and strategic plans. Coordinates work activities, program functions, and other tasks with other City departments, cities, federal and state agencies, MAG, and Arizona League of Cities and Towns. Conducts research and analyzes information and data, financial budgetary, statistical, demographic, and historical data to develop recommendations for programs and policies, organizational or financial structures, productivity, equipment and staffing requirements. Performs mathematical calculations and financial analyses. Comprehends and makes inferences from written material such as budget information, various reports, etc., to prepare the budget, make recommendations, and approve projects and purchases. Comprehends and makes inferences from written material such as policy statements, external and internal communication materials, reports, surveys, and data summaries to make recommendations concerning various issues. Analyzes data (example: division reports, City Council reports, budgets, etc.) in order to make well-informed recommendations regarding the department. Learns job-related material regarding new legislation, administrative procedures, and operations methods and practices affecting areas of assignment. Prioritizes own work including research, committee work, and reports. Resolves procedural, operational, and other work-related organizational problems through identifying, coordinating, and implementing appropriate methods of communication, research and analysis, evaluation, and meetings

Knowledge and Abilities:

Knowledge of:

the principles and practices of effective administration with particular attention to planning, organizing, and directing comprehensive administrative and management services;
governmental organization and public administration theories, principles, and practices, including budget administration;
management research and evaluation techniques, methods, and procedures;
principles and practices of contract preparation, negotiation, conflict resolution, and public administration;
principles and methods of budget preparation and monitoring;
laws, ordinances, and other requirements governing contractual agreements related to management administration; and
other City departments and divisions, as their operations relate to those of the areas of assignment.

Ability to:

effectively manage assigned projects;
resolve complex problems within the area of assignments;
make decisions, exercise resourcefulness, and prioritize tasks to meet a variety of demands;
interpret federal, state, and City ordinances, rules, and regulations and make rational decisions in accordance with established policy;
gather pertinent facts, make thorough analyses, and arrive at sound conclusions;
quickly analyze what information is required, then gather it in an expeditious manner;
analyze, interpret, and report research findings and recommendations;
present ideas concisely and effectively, both orally and in writing;

work with groups outside the City, City officials, City management, department and division directors, and supervisors to develop viable consensus solutions to problems; readily adjust to a variety of work assignments and procedural changes; represent the Mayor, City Council, and City at various meetings; and establish and maintain effective working relationships with political officials, City officials, City management, coworkers, other professionals, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

New 10/18

GL/js/ya

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 41-200

PAY GRADE 60

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SWORN-No