

## ASSISTANT TO THE CITY MANAGER

### JOB DESCRIPTION

**Classification Responsibilities:** An Assistant to the City Manager performs highly responsible executive-level administrative work while assisting the City Manager in working with departments to achieve departmental and Citywide program objectives. Duties include advising the City Manager on Citywide program needs; preparing and presenting all aspects of programs to the City Council; implementing approved programs; and coordinating management and labor relations issues and activities for public safety. The Assistant to the City Manager exercises considerable initiative and independent judgment in representing the City Manager within an assigned area of responsibility and may exercise delegated authority over department directors and other employees in that area. An employee in this class briefs the City Manager on matters of concern; meets and corresponds with departments, other public agencies, and private jurisdictions in conducting research to obtain necessary information; recommends policy alternatives and other appropriate courses of action; presents policy recommendations verbally and in writing; prepares information for Council; and attends Council meetings and makes reports concerning assigned activities. This class may also provide temporary and/or quasi-supervision over staff as needed and as directed by the City Manager. This classification performs related duties as required.

**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. General direction is received from the City Manager who evaluates work through conferences, meetings, written reports and results achieved. This class is FLSA exempt-administrative.

### QUALIFICATIONS

**Minimum Qualification(s) Required.** Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, Organizational Development or a related field. Seven to nine years of progressively responsible management and administrative analysis experience including performing organizational and operational analyses work in a government or business capacity.

**Special Requirement(s).** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualification(s).** Graduation from an accredited college or university with a Master's Degree in Public or Business Administration is 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, Deputy City Managers, department directors, City management, City Council, the Mayor, public safety personnel, and other public officials, in order to provide assistance to the Mayor, City Council, City Manager, 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 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. 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 of the City Council, Council committees, MAG subcommittees, the Arizona League of Cities and Towns, public safety representatives, 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, 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. Represents the City Manager 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 various functions as assigned by the City Manager. 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 public safety personnel, 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 (i.e., 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 areas, programs and/or 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 the City Manager 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.

Revised to add Substance Abuse Testing 12/10

LW/la

CS6203.DOC

EEO-Prof

NDOT Safety-No

NDOT Random-No

DOT Safety-No

RESP-No

PAY RANGE: 62

SH-No

Security-No

CDL-No

IND-9410

JOB FCTN-ADM  
PAY STEPS-Open Pay Ranges

SWORN-No