

CITY OF SALINAS

ASSISTANT TO THE CITY MANAGER

BARGAINING UNIT/CLASS CODE:
CONF. MGMT. / C23

DEFINITION

Receives administrative direction from the City Manager and Deputy City Manager in providing complex staff assistance in the overall administrative activities, projects and operations of the City Manager's Office; assists the City Manager and Deputy City Manager in providing the community with a broad range of services; provides highly complex staff assistance to the Mayor and City Council.

DISTINGUISHING CHARACTERISTICS

This is a single position class which provides assistance to the City Manager's Office on City-wide policies.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager and Deputy City Manager. May exercise direct or indirect functional supervision of administrative, technical or clerical personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Provide staff assistance to the City Manager, the Deputy City Manager, the Mayor and City Council. Conduct studies assigned by the City Manager/Deputy City Manager and make reports that contain findings and recommendation for the solution of various management problems. Compile and analyze a wide variety of data. Make recommendations on the formulation of policies and procedures. Provide advice and counsel to City officials in connection with the solution of administrative and operating problems. Process complaints and requests received by the City Manager's office by obtaining needed information and preparing replies. Review and approve various operating matters that require processing through the office of the City Manager as assigned and to the extent delegated. Handle special projects as assigned. Keep informed of State and Federal legislation that may have an impact on the City and submit reports containing results of analysis and proposed actions. Represent the City Manager's Office in intergovernmental, interdepartmental, community, and professional meetings as required. Interact with council/commission members, staff and the general public to answer questions and provide information. Provide assistance and staff support on public participation, public information, economic development, labor relations, budget development and other activities as assigned. Present relevant reports and issues to the City Council. Apply for state and Federal funding assistance. Promote and maintain safety in the work place. Perform related other duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the office work environment; physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**CITY OF SALINAS
ASSISTANT TO THE CITY MANAGER (continued)**

QUALIFICATIONS

Knowledge of:

Public organization and management principles, practices and methods. Statistical methodology. Management and research techniques and procedures. Methods and techniques of administrative analysis. Municipal governmental organization and operation. Federal, State and local laws and regulations affecting assigned areas of responsibility. Methods of report writing and presentation. Effective public speaking techniques. Operation of personal computers with proficiency using word processing and spreadsheet programs.

Ability to:

Analyze a variety of complex administrative and organizational problems and make sound policy and procedural recommendations. Communicate clearly and concisely, verbally and in writing. Promote the mission, values, and standards of an effective public organization, particularly in the area of customer service. Effectively represent the City Manager's Office to the community and the general public. Properly interpret and make decisions in accordance with laws, regulations, and policies. Prepare complete and accurate reports. Establish and maintain effective working relationships with City staff, the public, County, State and Federal agencies. Supervise, train and evaluate assigned staff.

Skills to:

Exercise individual and innovative judgment and make difficult decisions. Exhibit discretion and integrity when handling sensitive situations.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to graduation from an accredited college or university with major course work in public or business administration, human resource management, or a related field, plus five years of progressively professional experience in related areas.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 10-94, REV: 10-05