

CITY OF EL CERRITO

ASSISTANT TO THE CITY MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform complex administrative, program presentation and analytical work in support of activities and functions in the City Manager's Office to provide the community with a broad range of services; to make recommendations for action and assist in policy and procedure implementation.

DISTINGUISHING CHARACTERISTICS

Incumbents belong to the City Manager's staff and perform complex and sensitive administrative and analytical work on programs often with City-wide implications. Projects may include statistical analysis, legislative research, labor and other contract negotiation assistance, liaison with the public and varied community groups at various meetings and functions, and the like. Incumbents are expected to exercise considerable latitude and independent judgment in assignments when representing the City Manager with City departments, agencies, boards and commissions and community groups.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

May lead or supervise the work of professional, technical or clerical staff and consultants, depending upon assignment.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Plan, organize and direct complex administrative, analytical, legislative, fiscal, budget or similar studies relating to the activities and operations of the City.

Identify problems, determine analytical techniques and information-gathering processes and obtain required information and data for analysis.

Analyze alternatives and make recommendations for legislation, policy and procedural modifications; prepare a wide variety of written materials.

Review and analyze a wide variety of City documents, including budgets, proposals and departmental reports.

Represent the City in meetings and maintain liaison with elected officials and representatives of local, regional, state and federal governments, other public agencies, business, professional and community groups, the media and the public.

Essential Functions: (continued)

Assist with annual budget development, preparation and administration, including monitoring payments.

Develop or utilize computer applications to assist with analytical studies.

Work closely with City Manager and other City Departments and a variety of public and private organizations in developing and implementing programs to resolve organizational and operational problems.

Direct the work of support staff on a project or day-to-day basis.

Act as Project Manager for major studies and projects.

Participate on various citywide committees, as assigned.

Serve as staff to commissions or boards, prepare agendas and staff reports, as directed.

Coordinate and prepare news releases, articles, newsletters for publication, informational brochures, and the City's website.

Marginal Functions:

Perform related duties and responsibilities as required..

QUALIFICATIONS

Knowledge of:

Principles, practices and methods of administrative, organizational, legislative, economic and procedural research and analysis.

Municipal government functions and organization, and the basic principles and organization of regional, state and federal level of government.

Public administration principles and practices.

Business computer user applications, particularly as related to financial analysis and data management.

Modern office practices, procedures, equipment and clerical techniques.

Basic budgetary principles and practices.

Basic supervisory principles and practices.

Ability to:

Direct and implement planned changes to City service delivery and operations.

Analyze complex administrative, operational, legislative, economic and organizational problems, evaluating alternatives and developing sound recommendations for effective courses of action.

Ability to: (continued)

Collect, evaluate and interpret varied information and data, either in statistical or narrative form

Interpret and apply laws, regulations, policies and procedures.

Establish and maintain effective work relationships with those contacted in the course of work, including elected officials, members of the public, representatives from other agencies, the media and city staff; effectively handle and resolve confrontation situations.

Communicate effectively both orally and in writing; prepare clear, concise and complete reports, public information materials, correspondence and other written documents.

Coordinate and direct multiple projects and meet critical deadlines.

Exercise sound independent judgment within general policy guidelines and accept increasing responsibility for programs and organizational processes.

Represent the City effectively in meetings with others.

Compile and maintain comprehensive records.

Operate a variety of office equipment.

Assimilate information, process logically, and make sound decisions

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities

Experience and training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience in an administrative, management, or operations capacity for a public agency, which included project administration. Lead or supervisory experience is desirable.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major coursework in business or public administration, political science or a closely related field.

License:

Possession of or ability to obtain a valid Class C California Driver's License.

PHYSICAL DEMANDS

Sitting:	Frequently to Constantly	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Never	51 to 75 lbs:	Never
Stooping:	Never	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:	
up to 10 lbs:	Occasionally
11 to 25 lbs:	Never
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Frequently to Constantly
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Occasionally to Frequently

Coordination -	Eye-hand:	Frequently
	Eye-hand-foot:	Occasionally
	Driving:	Occasionally

Talking -	Face-to-face:	Occasionally
	Verbal contact:	Occasionally
	Public:	Occasionally

Vision -	Acuity far:	Required
	Acuity, near:	Required
	Depth perception:	Required (driving)
	Field of vision:	Required (driving)
	Accommodation:	Required (driving)
	Color vision:	Required (driving)

Hearing -	Conversation:	Occasionally
	Telephone:	Occasionally to Frequently
	Earplugs:	Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed uninvolved instructions, One or two-step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Synthesizing, Coordination, Analyzing, Computing, Copying, Supervising, Serving, Taking instructions-helping, Setting up, Operating-controlling, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

Rev. 9/2002