

MEETING DATE: 9/24/07

AGENDA ITEM: Approval of the Revised Classification Specifications for
Assistant City Manager and Intergovernmental Relations
Officer

<u>ATTACHMENTS</u>	<u>PAGE</u>
1. Revised Classification Specification for Assistant City Manager	1-3
2. Revised Classification Specification for Intergovernmental Relations Officer	4-6
3. Organizational Charts	7-9

ASSISTANT CITY MANAGER

DEFINITION

The occupant of this classification is in the unclassified service. This exempt management classification has primary responsibility for overseeing and coordinating day-to-day operations of the City, interacting with and coordinating the efforts of operating and administrative departments and assisting the City Manager with various administrative tasks and projects. Positions assigned to this classification may be responsible for managing the City's Risk Management and/or City Clerk operations. This position functions as a member of the City Manager's executive management team.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the City Manager. This position supervises the staff of the City Manager's Office, including: the Intergovernmental Relations Officer, Management Analyst, and Associate Analyst and others as may be assigned by the City Manager. Responsibilities include the supervision of lower level professional, technical, and clerical staff.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents may not perform all of these tasks, or may perform similar related tasks not listed here.

1. May act as City Manager in the absence of the City Manager when designated.
2. Assists the City Manager with the development and implementation of City policies and the overall day-to-day operation of the City with coordination responsibilities for the administrative and operating departments.
3. Meets with operating and administrative departments to plan and coordinate activities, and provides assistance and direction to ensure adherence to Council direction, policies and procedures.
4. Interprets and applies City Charter, Municipal Code and other City policies and procedures.
5. Analyzes legislation and intergovernmental regulations for impact or effect on City administration and operations.
6. Conducts investigations and reports findings to the City Manager and/or City Council.
7. Coordinates preparation of the City Council agenda, including review of packet materials and staff reports, prior to submission to City Council.
8. Reviews correspondence, documents, and reports, and responds to citizen inquiries and complaints.
9. Represents the City Manager at meetings of boards, committees, commissions, organizations and civic groups.
10. Provides support and direction to administrative staff.
11. Attends City Council meetings and gives applicable reports.
12. Administers the City's Franchise Program, as directed.
13. Works with City Council, commissions, boards and committees in addressing related issues.
14. Supervises, trains, motivates, disciplines, and directs the staff of the department to accomplish the department's goals. Reviews the performance of subordinates and assures their proficiency.
15. Advises and consults with the City Manager on all significant problems, issues, and matters.

Revised September 2007

Revised June 2006

November 1998

*Note – This classification will not be fully functional until April 2008.

16. Keeps abreast of developments and improved techniques in his/her field and adopts those which will contribute significantly to improve department performance.
17. Performs related duties as assigned by the City Manager.

Risk Management Operations

18. Responsible for the development and operation of a comprehensive risk management program.
19. Supervises and oversees the operation of the City's worker compensation and safety program and provides regular status reports to the City Manager and City Council.
20. Oversees the service provided by the claims administrators and/or insurance companies in managing claims and renegotiating conditions of policies and contracts. Represents the City and performs tasks as required by the Joint Powers Insurance Authorities.
21. Oversees the development and implementation of the City's wellness program.
22. Actively participates in the administration of the Independent Cities Risk Management Authority (ICRMA) for effective management of the City's self-insurance programs.
23. Reviews and evaluates the City's insurance coverage, prepares insurance specifications when needed. Reviews bids and makes recommendations for placing insurance or retaining risk.
24. Plans and implements the City's self-insured liability and workers' compensation program.
25. Studies governmental regulations, laws and rulings concerned with insurance, analyzes their impact on the City and its programs, and recommends appropriate action to stay in compliance.
26. Monitors the legislative and regulatory workers' compensation reform and implements changes as they become available.
27. Keeps informed of current developments and trends in the field of risk management.
28. Develops and implements the insurance rates for the self-insurance programs and manages the City's Insurance Reserves.
29. Surveys the City's programs, facilities, and operations to identify exposure to liability, hazards, and to evaluate incurable risks.

*City Clerk Operations**

30. Attends meetings of the City Council. Establishes and maintains all permanent records of the actions taken by the City Council as required by the City Charter and by state law, and informs the public on actions approved by the City's governing bodies.
31. Serves as custodian of the City seal, bonds, contracts, deeds of conveyance, and other legal documents. Retains seal of Notary Public and notarizes legal documents for all departments of the City.
32. Assures the proper processing, recording when necessary, and filing of all official documents and records of the City. Maintains secure and complete files of all original ordinances and resolutions passed by the City Council.
33. Supervises and participates in the conduct of all municipal elections. Sets and publishes, as required by code and state law, all ballot information, requirements for Council candidates, charter amendments, and ballot questions or referendum/initiative petition questions. Receives absentee ballots and conducts absentee voting. Assures proper delivery of ballots at the close of polls to the county election department. Assures proper processing of ballots and certifies the results of each election.
34. Assures all City records are retained in accordance with state law.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Principles and practices of City management.
- Effective communication techniques for both oral and written presentations.
- Municipal organization, operations and services.
- Regulations, policies and procedures which impact administration of municipal programs.

Risk Management Operations

- Principles and practices of risk management and asset protection programs.
- Financial and legal requirements for developing, implementing, and administering self insurance plans.

*Note – This classification will not be fully functional until April 2008.

- Insurance industry policies and procedures regarding claims and reserves.
- Laws of contracts relating to asset protection programs.
- California workers' compensation laws and practices.

*City Clerk Operations**

- Record retention as it relates to City government.
- State laws regulating City operations and the operation of the City Clerk's office.
- Roberts Rules of Order.
- Election laws and procedures.
- Principles of supervision, training, and performance evaluation.

Skill and Ability to:

- Communicate effectively in both oral and written form.
- Analyze and interpret the potential impact of complicated data, legal and non-legal documents, regulations, policies and procedures.
- Administer and coordinate a self insurance program and negotiate other insurance protection.
- Prepare and interpret statistical and graphic reports.
- Formulate and apply policies.
- Establish and maintain effective working relationships with City staff, City officials, businesses and citizens.
- Facilitate, coordinate and lead problem analysis and resolution.
- Use a personal computer to organize data, prepare reports and maintain records on word processing and spreadsheet software.
- Manage competing deadlines, short-term deadlines, and frequent changes/additions to planned schedules.
- Exercise independent judgment, problem-solving, and initiative with only basic policy-level direction, resulting in a finished work product.
- Provide information and organize material in conformance with laws, regulations and policies.
- Select, supervise, train and evaluate assigned staff.

TRAINING AND EXPERIENCE

A Bachelor's degree from an accredited college or university in public or business administration or a related field, and a minimum of four five years of combined responsible professional administrative management experience in a municipal government setting including three years of recent experience managing a department or division within a public agency.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to office environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings, weekends and/or holidays.

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INTERGOVERNMENTAL RELATIONS OFFICER (IRO) ASSISTANT TO THE CITY MANAGER

DEFINITION

The occupant of this classification is in the unclassified service. This exempt management classification acts as the primary liaison with Federal, State and local elected official's offices, and regulatory agencies to coordinate projects and programs and represent the interests of the City of Culver City; monitors legislation and regulations and proposes positions; responsible for performing professional administrative and technical work in conducting comprehensive analyses and coordinating the delivery of municipal services as assigned. The occupant researches, analyzes and prepares recommendations on a wide variety of existing programs and projects undertaken by the various City departments. Additionally, under the direction of the City Manager, the occupant serves as the City's Public Information and Intergovernmental Relations Officer and provides high level support to the City Council and the City Manager's Office at meetings involving representatives from Federal, State, Regional and County governments and groups of the public. May also perform other highly complex duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the City Manager and/or Assistant City Manager. This position may supervise a management analyst and others as assigned by the Assistant City Manager. lower level professional, technical, and clerical staff.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Review new and proposed legislation, regulations and mandates for impact on City operations, goals and mission, and lobbies coordinate efforts as appropriate, for changes which are beneficial for projects and policies affecting departments Citywide.
2. Has a lead role in providing information to the public, preparing information documents for external and internal use, and may serve as the City's official Public Information Officer in emergency and non-emergency situations as directed by the City Manager.
3. May advise the public and City employees regarding City ordinances, rules and regulations and may make recommendations for modifications to existing ordinances, and preparation of new ordinances.
4. Assist the City Council and City Manager with media reports, news releases, information documents and brochures, proclamations and certificates, and public ceremonies.
5. Make effective verbal presentations and written reports for the City Council, commissions, board/committees, staff, intergovernmental and citizen groups. Develop and present ideas and issues in a convincing verbal and written manner.
6. Undertake detailed reviews of existing and proposed programs and activities under the direction of the Assistant City Manager or City Manager.
7. Consult with legislative staff and legislative committee consultants regarding proposed Federal and State legislative and regulatory changes as to their impact on City program and fiscal activities.
8. Research, author and facilitate the development of City policy positions in order to develop written/verbal responses to proposed legislation.

Revised July 2007
Revised June 2006
Revised March 2002
November 1998

9. Develop and maintain effective liaisons with public and private legislative representatives including but not limited to State legislators, members of Congress, congressional and State legislative committees, and public interest groups, to encourage a positive line of communication concerning issues impacting the City.
10. Testify before federal, state, county and city legislative committee hearings on behalf of the City as needed.
11. Represent the City at various meetings including but not limited to legislative budget sessions and legislative policy/fiscal committee hearings, and participate in advisory committees to maximize the City's receipt of funding and maintain local control of grant programs.
12. Represent the City at meetings with other County departments, state and federal agencies, and other public and private agencies, when legislative issues are involved.
13. Inform the City ~~Manager~~ Council and other City departments of responsibility regarding proposed legislation and proposed regulations; coordinate input from these affected groups to ensure consistency and completeness of response to requests for legislative and regulatory comment.
14. Review new grant opportunities for benefit to the City. Performs Cost/Benefit analysis, and through effective contact with operating departments, connects departments to potential grant opportunities.
15. Oversee preparation of City grant applications in coordination with City departments; resolves conflicts regarding grant requirements to maximize successful grant application outcome; balances workload to meet competing deadlines, including reports for grant compliance; maintains records. Negotiates resolution of eligibility and compliance issues.
16. Advise operating departments on a prompt and comprehensive basis, to ensure adherence to intergovernmental grant regulations and administrative procedures.
17. Oversee preparation and process for public hearing notices relating to grant applications and project activities to assure conformance with requirements; drafts resolutions, grant contracts and related documents; creates forms and procedures for grant compliance. Responsible for citizen notification and participation in grants programs. Provides technical assistance and staff support to non-staff groups, individuals and organizations concerning participation in City grant applications and compliance issues.
18. ~~Functions as the City's minority business enterprise coordinator in conjunction with the Public Works Director and Purchasing Officer.~~
19. Oversee the preparation of budget and financing plan documents for grant applications and operations, and grant status reports including audit reconciliation, with relevant department input.
20. Provide technical assistance and direction to operating departments, and is responsible for follow-up activities relative to grant compliance requirements to avoid audit exceptions and loss of grant moneys.
21. ~~May perform activities related to Community Development Block Grant (CDBG).~~
22. ~~May~~ coordinate and provide technical support to the City Accountant for the maintenance of grant accounting systems, including financial reporting, budgeting, auditing and financial management, to ensure retention of grant funds received and eligibility for future grants. Responds to audit findings relating to grants, and resolves issues to avoid return of grant moneys.
23. Perform related duties as required.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Legislative process and representation.
- Principles and practices of public administration.
- Principles of press and public relations
- Principles and practices of organization and management
- Grant funding principles and practices.
- Effective communication techniques for both oral and written presentations.
- Strategies for promoting grant funding programs and services for the City.
- Grant funding sources as applied to local government.
- Grant requirements and regulations, including financial reporting requirements.
- Basic accounting and finance procedures.

Skill and Ability to:

- Communicate effectively in both oral and written form, interpret and explain complicated technical material in lay terms.
- Deal effectively with the public on an individual and group basis.
- Conceive and implement organizational wide programs.
- Properly interpret and make decisions in accordance with regulations and departmental policies.

- Analyze a variety of administrative policies and problems and make sound recommendations.
- Use a personal computer to prepare reports and maintain records ~~on word processing and spreadsheet software.~~
- Persuasively present City grant requests.
- Establish and maintain effective working relationships.
- Analyze and interpret the potential impact of grant requirements on City policies, departmental programs and services, and coordinate compliance.
- Manage competing deadlines, short-term deadlines, and frequent changes/additions to planned schedules.
- Exercise independent judgment, problem-solving, and initiative with only basic policy-level direction, resulting in a finished work product.

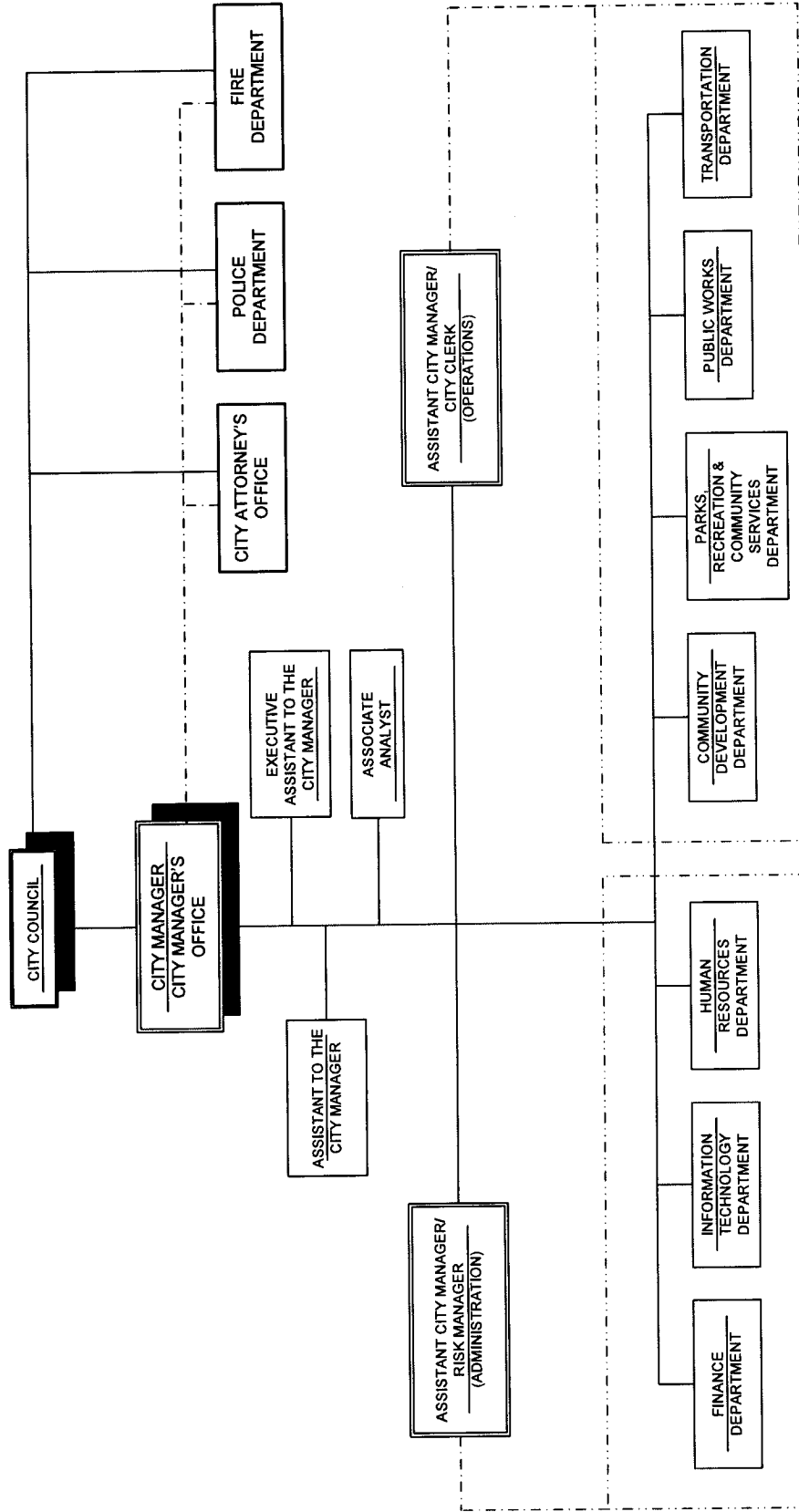
TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skill and ability would be qualifying. A typical way to obtain the knowledge, skill and ability would be: a Bachelor's degree in public or business administration or a related field, and a minimum of four years combined responsible administrative experience in a municipal government setting, including experience in preparing and administering grants, and/or experience working for or with grant agencies at the county, state or federal level.

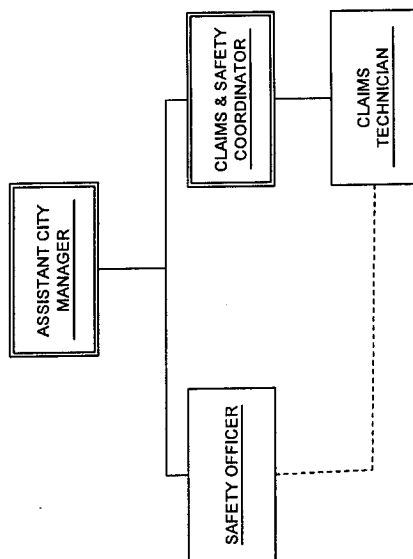
PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to office environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings, weekends and/or holidays.

CULVER CITY OVERVIEW ORGANIZATIONAL CHART FISCAL YEAR 2007-2008

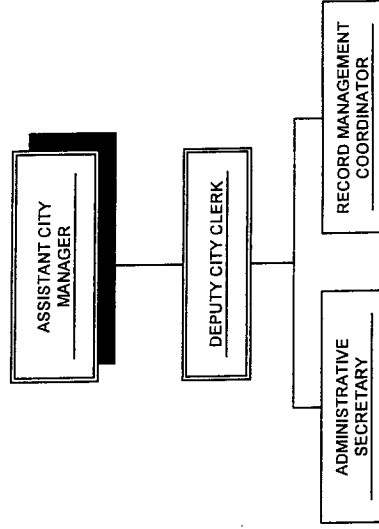


RISK MANAGEMENT



FISCAL YEAR 2007-2008

OFFICE OF THE CITY CLERK



Note: Effective April 2008 pursuant to City Charter

FISCAL YEAR 2007-2008