

ASSISTANT TO THE CITY MANAGER

DEFINITION

Occupants of this classification are in the unclassified service. This exempt executive management classification is responsible for providing leadership support to the City Manager by planning and recommending organizational policies and performance strategies ~~performing professional administrative and technical work in conducting comprehensive analyses and coordinating the delivery of municipal services.~~ The position functions as a member of the City Manager's ~~e~~Executive management team ~~and provides a variety of specialized complex administrative and management analysis to support decision-making and strategic direction.~~

SUPERVISION RECEIVED AND EXERCISED

The position reports to the City Manager ~~and Assistant City Manager~~. Responsibilities may include the supervision of lower level professional, technical, and ~~clerical~~ administrative staff.

ESSENTIAL JOB DUTIES

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

1. Performs complex management analysis and provides high level professional assistance in support of activities and functions in the City Manager's Office. ~~Functions as a member of the City Manager's management team in discussing and reviewing overall City problems, priorities, and methods for addressing these problems.~~
2. Performs comprehensive analysis on proposed programs and projects to evaluate feasibility within the organization. Develops and recommends alternative and appropriate courses of action.
- 2-3. May take a lead role in providing information to the public, interacting with print and electronic media, preparing information documents for external and internal use, and may serve as the City's official Public Information Officer in emergency management situations as directed by the City Manager.
4. Acts as a resource to the public, business community, City Manager, City departments, City Council, commissions, organizations and community groups. Interprets and explains City policies and procedures. ~~Provides assistance to other departments with public information~~
- 3-5. Oversees and coordinates the work of assigned professional and administrative staff on projects and interdepartmental teams on specific activities.
- 4-6. Develops and coordinates interdepartmental work teams to meet City service objectives. Reviews departmental goals and objectives and provides assistance to departments with special projects and issues, as assigned.

- ~~5-7.~~ Makes recommendations on citywide programs, projects, and operational issues; and participates in the development and implementation of policies and procedures. Undertakes detailed reviews of existing and proposed programs and activities under the direction of the Assistant City Manager or City Manager.
8. Confers with department directors to convey information regarding new and/or established policies and practices and to gather data required as a basis for action by the City Manager.
- ~~6-9.~~ Leads and participates in legislative analysis activities performed for the City and makes appropriate recommendations to the management staff.
- ~~7-10.~~ May advise the public and City employees regarding ordinances and may make recommendations for modifications to existing ordinances, and preparation of new ordinances.
- ~~8.~~ Assists in the development of objectives, policies, and programs in financial, data processing, budget administration, public relations, service delivery and personnel services areas.
- ~~9.~~ Develops short and long-range program plans for the department to meet objectives established by the City Manager and the management team.
- ~~10-11.~~ Thoroughly analyzes fiscal impact for programs and issues, requirements and requests for services. Collects data sufficient to support conclusions and recommendations. Conducts analysis within established deadlines.
- ~~11-12.~~ Assists the City Council and Executive ~~Management~~ Team with preparation of media reports, news releases, information documents and brochures, proclamation and certificates, and public ceremonies.
- ~~12-13.~~ Makes effective verbal presentations and written reports for the City Council, boards and commissions, staff, intergovernmental and citizen groups. Develops and presents ideas and issues in a convincing verbal and written manner.
- ~~13-14.~~ Develops and maintains effective working relationships with members of the City staff, elected and appointed officials, intergovernmental and citizen groups, and departmental staff.
- ~~15.~~ Maintains effective and continuing rapport with other governmental units. Effectively represents Culver City on issues of importance to the City.
- ~~16.~~ Acts as liaison for the City Manager's Office with a range of external organizations.
- ~~14-17.~~ Performs related duties, as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Principles and practices and trends in public administration.
- Applicable laws and regulations.
- Principles, practices and methods of administrative, organizational, economic and procedural analysis.
- Program and project development, implementation and evaluation.
- ~~Staff research principles and techniques; modern principles, methods, and techniques of public administration.~~
- Data collection and analysis ~~Statistical methods and their methods of application and evaluation.~~
- Report writing techniques and editing ~~Data Processing principles, techniques, and applications.~~
- Methods and techniques of effective team facilitation and coordination. ~~Principles and practices of organization and management.~~
- Principles and practices of press and public relations.
- Effective customer service techniques.

Skill and Ability to:

- Analyze complex and sensitive administrative, operational, economic and organizational issues. Evaluate alternatives and recommend sound solutions.
- Develop and implement goals, objectives, policies and procedures.
- Communicate effectively both orally and in writing. Study, develop and present ideas and recommendations effectively in both verbal and written form.
- Deal effectively with the public on an individual and group basis.
- Establish and maintain an effective working relationship with others.
- Conceive and implement organizational wide programs.
- Coordinate multiple projects simultaneously.
- Exercise independent judgment and initiative within established guidelines.
- Properly interpret and make decisions in accordance with regulations and departmental policies.
- Analyze a variety of administrative policies and problems and make sound recommendations.
- Interpret and apply applicable federal, state and local laws and regulations.
- Establish and maintain effective and cooperative working relationships with officials of public and private agencies, City Council, commissions, community groups, and the general public.
- Provide effective customer service.

LICENSE AND CERTIFICATE

Possession of a valid California Class C driver's license ~~may be required if assigned to drive.~~

TRAINING AND EXPERIENCE

~~Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be a~~ A Bachelor's Degree in public or business administration from an accredited college or university and four years of responsible management assistance experience in a public sector organization. A Master's Degree in business or public administration is desirable.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which is primarily sedentary.
- Is subject to office environmental conditions.
- May be required to work at a video display terminal for prolonged periods.
- May be required to work evenings, weekends and holidays.
- May be required to attend periodic evening meetings and/or travel within and out of City boundaries.