

Class Code:
Approved by City Council: 11-7-00

Mgmt/Conf Unit
Exempt

ASSISTANT TO THE CITY MANAGER/ INTERGOVERNMENTAL RELATIONS MANAGER

DEFINITION: Under the administrative direction of the City Manager, provides a variety of high level administrative and complex support to the City Manager; oversees programs which address constituent issues and services to citizens; coordinates assigned activities with other divisions, departments, and outside agencies; represents the City Manager in activities and meetings with commissions, community groups, and outside agencies; and performs a variety of related management and special projects as assigned. May exercise functional and technical supervision over clerical and technical staff.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs.
- Monitor and evaluate the efficiency and effectiveness of City programs in assigned areas.
- Serve as the liaison for the City Manager with other divisions, departments, outside agencies, and the business community; negotiate and resolve sensitive and controversial issues.
- Oversee and coordinate programs that address constituent issues and services to citizens.
- Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration.
- Write grant applications; submit grants to funding source for review and award decisions; coordinates, monitors, and evaluates progress of submittals to insure that a free flowing transition of planned events occurs; prepare periodic progress reports to comply with grant requirements.
- Analyze proposed legislation for impact on City operations and/or procedures and develop alternative recommendations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely both orally and in writing.
- Represent the City in all functions of inter-governmental relations to include: interaction with local, State and Federal agencies, staff and elected officials; direct and monitor lobbyist and lobbying efforts on behalf of the City.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and counter assistance.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Operations, services, and activities of municipal government.
- Modern principles and practices of public administration.
- Principles and practices of municipal program development and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.

Experience: Five years of increasingly responsible professional or municipal program experience; supervisory experience desirable.

Training: A bachelor's degree from an accredited college or university with major coursework in business or public administration, or a closely related field; a master's degree is highly desirable.

License: Possession of, and continuously throughout employment, a valid CA Class "C" Driver's license.