



ASSISTANT TO THE CITY MANAGER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under direction of the City Manager, the Assistant to the City Manager performs a variety of complex assignments within the City Manager's office, including analysis, research, writing and communicating; and oversees programs and projects that require experience in administration and involve interdepartmental and community interaction. The incumbent exercises leadership and has highly effective communication and interpersonal skills.

DISTINGUISHING CHARACTERISTICS

The classification requires the incumbent to perform professional management work of a highly responsible and independent nature. The work is performed under the general policy direction of the City Manager and with accepted public information standards.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the City Manager and may supervise administrative support staff, interns, and/or volunteers on behalf of the City Manager's office.

ESSENTIAL FUNCTIONS *(Include, but are not limited to the following)*

- Manages complex project studies, gathering and evaluating information and preparing and presenting reports for the City Manager and other departments.
- Formulates, recommends, and administers policies and procedures.
- Prepares written correspondence for the City Manager and City Council, as directed.
- Coordinates the dissemination of public information, including writing and distributing new releases and the City's electronic newsletter..
- Participates in and helps develop public outreach initiatives.
- Researches, recommends, and implements social media tools to maximize City outreach efforts.
- Responds to, and seeks to resolve complaints on behalf of the City Manager and City Council.
- Manages the Citywide goal-setting process.
- Assists with the management and review/approval of contracts as needed. Coordinates the preparation of grants/contracts.
- Assists the Mayor, City Council, and City Manager with tracking state and federal legislation that may affect the City of Burlingame.
- Represents the City Manager in meetings with other cities, community agencies, and government agencies.
- Coordinates with staff liaisons to City Boards and Commissions as needed.
- Performs other duties as assigned.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience

A typical background includes a Bachelor's Degree with major coursework in public or business administration, or a related field. A Master's Degree in Public Administration or a related field is desired. Five years of progressively more responsible community-based experience with a city or county government agency preferred.

License/Certificate

A valid Class C California Driver's License.

KNOWLEDGE ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of;

- Principles, practices, and procedures of public and business administration
- Ordinances, resolutions, and laws affecting the operation of the City
- Basic organization and function of public agencies
- Business letter writing, social media, and computer applications related to work
- Techniques for dealing effectively with people
- Principles of management, supervision, training, and strategic planning

Ability to:

- Analyze problems and propose solutions; elicit the cooperation of others to affect solutions; negotiate
- Assist and advise on community outreach issues
- Communicate effectively in writing and orally
- Write complex reports, including recommendations and conclusions
- Use social media
- Run meetings
- Organize data
- Establish and maintain effective working relationships
- Interpret and work with ordinances, resolutions, and laws affecting the City
- Make sound decisions in a manner consistent with the essential job functions
- Take a proactive approach to customer service and the position in general
- Improve processes and streamline procedures appropriately
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information
- Use initiative and exercise independent judgment; organize work; set priorities; follow-up on issues; and meet deadlines
- Represent the City well in all contacts with the public, staff, and community

SPECIAL REQUIREMENTS

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Ability and mobility to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; lift and carry 35 pounds, files, and other materials; and to travel to different sites.

D300 ASSISTANT TO THE CITY MANAGER

EXEMPT

UNREPRESENTED

03/2020