CITY OF ST. HELENA

ASSISTANT TO THE CITY MANAGER

DEFINITION:

Under direction of the City Manager, performs a wide variety of highly responsible, complex, and diverse advanced level professional duties involved in providing administrative, analytical, and technical support to the City Manager’s Office; plans, coordinates, and participates in various program and administrative operations and activities including those having a City-wide impact; serves as liaison between the City Manager’s Office and the general public, City staff, appointed boards and committees, community organizations, and other governmental agencies seeking interaction with the City Manager and/or City Council; coordinates assigned activities with City departments, outside agencies, and the general public; and provides information and assistance to internal and external customers regarding assigned programs and services.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other City job classifications in that incumbents work as a member of the City Manager’s Staff, performing complex and sensitive administrative (and confidential) work on programs with citywide implications. Incumbents assigned to a particular program area have considerable latitude for program administration, icy and procedure development and exercise independent judgment, particularly when representing the City with other agencies, boards and commissions, and community groups. Persons appointed to the Assistant to the City Manager classification are At-Will positions that are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), exempt from the City’s Personnel System Rules and are Designated Management positions.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the City Manager. May exercise technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Conducts complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving City-wide issues, programs, policies, and procedures;
selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes
data and information from various sources on a variety of specialized topics.

- Coordinates assigned services and program/project activities with those of other City programs,
functions, departments and staff, boards, committees, and task forces as well as external agencies,
groups, and the general public to ensure effective cooperation consistent with optimal efficiency,
effectiveness, and economy; assists in the installation of new programs and procedures; develops
new and revised programs, systems, procedures, and methods of operation and advises and
recommends change and improvements.

- Performs a wide variety of complex and responsible administrative and professional duties for the
City Manager and City Council; relieves assigned staff and elected officials of administrative work
including investigating and answering complaints and providing assistance in resolving operational
and administrative problems.

- Serves as staff liaison, participates on, and provides staff support to a variety of committees;
completes specific objects; prepares and presents staff reports and other correspondence as
appropriate and necessary.

- Responds to and resolves difficult and sensitive complaints and inquiries with political sensitivity;
provides general and specialized information and assistance within area of assignment that may
require the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and
procedures as appropriate; explains programs, policies, and activities related to specific program
area of assignment; prepares responses, writes reports, makes recommendations and reviews with
City Manager as appropriate; refers matters to appropriate City staff and/or takes or recommends
action to resolve the request or complaint.

- Participates in special projects including planning and implementation of special programs and
events and complex research of new programs and services.

- Participates in the development and implementation of goals, objectives, and priorities for assigned
functions and programs; recommends and implements resulting policies and procedures.

- Participates in the development and administration of the department budget; submits budget
recommendations; monitors expenditures.

- Ensures that assigned program activities and services comply with relevant federal, state, and local
laws, policies, and regulations.
• Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of business and public administration and issues related to field of expertise.

• May direct the work of support staff on a project or day-to-day basis.

• Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

• May develop, compile, review, and administer the budget for the City Manager’s office.

**WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in data entry and 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 personal service. The position requires the need to lift, drag and push files, paper and documents weighing up to 25 pounds.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Assistant to the City Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of administrative and analytical experience, preferably with a local municipality, and a Bachelor’s degree from an accredited college or university with major course work in public administration, business administration or a related field. Master’s Degree preferred.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS’s necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles and practices of public administration including the organization and functions of municipal government; operations, services, and activities of a municipality; government, council, and legislative processes; operational characteristics, services, and activities of the City Manager’s Office; principles and practices of program development and administration;