



Class Code: 048
WP Code: asstocm
Established: 01-95
Revised: _____
EEO Code: O

CLASS SPECIFICATION

City of Newark, California

ASSISTANT TO THE CITY MANAGER

POSITION DESCRIPTION

Nature of Work: Under general direction performs advanced professional administrative and research tasks for the City Manager; may administer a specific program area; conducts complex and comprehensive analyses of a wide range of programs and services; performs special assignments; participates in and supports successful team efforts and does related work as required.

Distinguishing Characteristics: This is an advanced level professional classification assigned to the City Manager's office. Assignments will vary, but may involve matters which are either specific or city-wide in scope. Performance is reviewed on the basis of general results obtained. Assignments are characterized by sensitivity, complexity, and by the broad scope of project content and related contacts with the public and other organizational entities. This class will conduct major analytical assignments and serve on management committees and task forces dealing with important city issues. This class may be assigned responsibility for developing, organizing, and maintaining one or more specialized management projects or support activities.

Representative Duties: Confers with the City Manager in coordinating a variety of management and administrative support activities; conducts studies and analyses as directed; develops administrative policies; participates in the preparation, implementation and administration of the City's fiscal documents; prepares and processes grant proposals and applications; supervises administrative activities in the City Manager's office; assists in the development of short and long-range plans and annual goals and objectives; researches information; gathers, interprets, and prepares data for studies, reports, and makes recommendations; prepares a variety of studies, reports and related information for decision-making purposes; evaluates administrative support programs and makes recommendations; confers with department heads, other public officials, consultants and citizens in the accomplishment of program objectives; coordinates contract arrangements with other agencies and private parties; participates in negotiations with contractors and other individuals as assigned; coordinates and expedites reports and program information from City departments; explains City policies and procedures to the public; interacts with members of the City Council, Planning Commission, staff and the general public as a representative of the City Manager's office; handles citizen complaints and inquiries; publishes a community newsletter; coordinates public relations events; develops informational materials that promote the City and its programs and services; coordinates community meetings; attends meetings of the City Council, and other groups as required; makes presentations to management personnel, City Council, civic groups and the general public; conducts training programs; develops and supports strong customer focus; prepares correspondence, reports and conducts management studies; evaluates ideas and concepts and makes recommendations including methods of implementation where

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appropriate; manager of liability claims against the City and the development and implementation of risk management programs; acts as liaison with contract franchises; provides back up support for City Clerk functions; may supervise other professionals and/or administrative staff.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of:

- Principles and practices of modern public administration.
- Principles and practices of organization, budgeting and personnel administration.
- Modern office methods, forms, and equipment, including personal computers.
- Principles and practices of supervision.
- Statistical measurements and applications used in research analysis.
- Modern automated records management techniques.
- Technical and analytical report writing and presentation.
- Applicable Federal, State, and local laws, rules and regulations pertaining to local government operations.

Ability or Skill to:

- Evaluate work from the perspective of the customer.
- Gather and analyze data.
- Plan, organize, and administer programs and projects; conduct organizational, operational and statistical analysis.
- Prepare and analyze a variety of complex reports, studies and related information for decision-making purposes.
- Develop goals and objectives for a program area.
- Write clear and organized reports and make effective oral presentations.
- Establish and maintain effective working relationships with staff, city officials, consultants, contractors, other public officials, and the general public.
- Complete assigned tasks, given a goal and time frame.
- Perform a variety of tasks in a timely and effective manner.
- Work independently.
- Supervise, train, and evaluate assigned personnel.
- Understand, interpret and apply complex guidelines.
- Operate personal computer business applications.
- Conduct training programs.
- Develop, coordinate and implement special events and programs.
- Write and publish a community newsletter.
- Represent the City effectively in meetings with others.
- Work with numerical figures to carry out computations.
- Handle a number of challenging assignments simultaneously.
- Ability to build strong City Council and community relations.

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