

CITY OF REDWOOD CITY ASSISTANT TO THE CITY MANAGER

DEFINITION

Under the general direction of the City Manager, assist in performing the managerial and administrative functions necessary for the excellent operation of the City.

DISTINGUISHING CHARACTERISTICS

This position requires strong analytical, administrative and interpersonal skills in managing assignments, projects and varied personalities.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager.

Responsibilities may include functional supervision of full-time and part-time staff assigned to the City Manager's Office.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Research, analyze, and prepare recommendations regarding a wide variety of new or existing programs, dealing with financial, organizational, programmatic or personnel issues.
2. Using a customer service orientation, the incumbent will investigate and follow-up on specific requests and complaints pertaining to the various governmental activities.
3. Provide staff support to Council subcommittees or individual members of the Council, as appropriate.
4. Make presentations before the City Council, and represent the City Manager at various boards and commissions, both within the city and outside.
5. Liaison between the City Manager's office and the many community groups and business organizations within the city.
6. Occasional performance of tasks assigned by department heads, with the approval of the City Manager.
7. Assist in the coordination of activities of the city manager's office with city departments and divisions and other outside agencies.
8. Assist as appropriate, in the budget and agenda preparation.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

One's self.

Research and analytical techniques.

The principles of municipal budgeting, organizational development, customer service, and personal excellence.

Ability to:

Analyze complex problems and make sound recommendations.

Communicate effectively, orally and in writing.

Maintain excellent working relationships with other staff members of the organization, city council members, and the public at large, exhibiting strong interpersonal skills and self-confidence.

Get things done.

Be comfortable in an organization that strongly values customer service, personal excellence, innovation, integrity and humor.

Anticipate problems and bring them to the City Manager's attention.

Take risks, admit mistakes and learn from them.

Generate and implement ideas.

Motivate others to excel.

Stand up to the Manager.

Laugh at one's self.

Skill to:

Operate modern office equipment, including computer equipment.

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ASSISTANT TO THE CITY MANAGER (Continued)

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in municipal or private sector administrative work involving tasks similar to the previously described duties.

Training:

The equivalent of a Bachelors Degree from an accredited college or university. A Masters Degree in Public Administration or Business Administration is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical abilities and work environment.

Ability to work in a standard office environment.

ADA
DOCUMENTATION OF ESSENTIAL DUTIES

1. SAE
2. SDE
3. MWE
4. MAE
5. SDE
6. OAE
7. SDE
8. SAE

DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: December, 1992

Bargaining Group: Executive Management