



CITY OF ALBANY ASSISTANT TO THE CITY MANAGER

Under general direction, provides professional management support to the City Manager by overseeing projects, programs, and agreements; acts as liaison for the City with a variety of private, public, and community organizations and regulatory agencies; conducts studies; develops recommendations for action and policies and procedures; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships among City departments and other governmental and regulatory agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager. Exercises direct supervision to office support staff.

Class Characteristics

This single-position class serves in a variety of administrative, coordinative, analytical, and liaison capacities, as required by the changing needs of the City and as directed by the City Manager. Successful performance of the work requires knowledge of public policy and municipal functions and activities, including the role of an elected City Council and the ability to develop, oversee and implement projects and programs in a variety of areas.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates and oversees a variety of projects and programs; researches and obtains project and program funding; administers project funds and prepares required records and reports.
- Conducts organizational, operational, financial and analytical studies, often with City-wide impact; evaluates alternatives; prepares recommendations and narrative and statistical reports; implements policy and procedural changes after approval.
- Administers and coordinates multiple activities and serves as the City's representative for a variety of joint powers agreements and contracts for professional and support services; negotiates and administers franchise agreements for various City services; issues information to staff and distributes, files, and maintains logs.
- Analyzes legislative matters and their effect upon City functions and funding; makes recommendations and prepares reports, policies, and procedures as required; implements policy and procedural changes as required.
- Provides management staff support, including preparing agendas and staff reports and following-up on actions taken for various boards, committees, and commissions; assists with meeting schedules, maintaining workflow for Council meetings and contracts, initiating purchase orders, logging and prepping invoices, and communicating on incoming time sensitive materials.
- Provides input into the development and implementation of budgets, goals, objectives, policies, procedures, and work standards for the City.
- Analyzes, develops, coordinates, and implements a variety of plans and programs throughout the City; coordinates relations with the local business community; represents the City in attraction and retention of businesses.

- Makes presentations to the City Council and other City commissions and committees; represents the City in meetings with members of community, business, professional, educational, and governmental organizations.
- Serves as a professional staff resource to City managerial staff regarding a variety of issues, projects, and negotiations.
- Prepares and directs the preparation of a variety of written correspondence, reports, policies, procedures, ordinances, requests for proposal, agreements, and other written materials; processes resolutions and ordinances, including issuing information to staff, preparing signatures, certifying approved versions, and posting legal notices.
- Receives, investigates, and responds to citizen complaints, inquiries, and requests for services.
- Maintains a variety of working and official files.
- Directs the work of staff, interns, and /or volunteers on a project or day-to-day basis; trains staff in work procedures.
- Performs City website maintenance, including posting, creating, and updating information.
- Processes and maintains various claims; provides and receives claim forms; maintains City's records for claims against the City; notifies staff and vendors and coordinates with pertinent parties regarding the determination of claims.
- Performs related duties as assigned.

Knowledge of:

- Principles, practices, and procedures of public administration in a municipal setting.
- Functions and services of a municipal government.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Basic supervisory principles and practices.
- Basic budgetary and contract administration practices in a public agency.
- Applicable laws, codes and regulations.
- Records management principles and practices.
- Techniques for making effective public presentations.
- Techniques for effectively dealing with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for assigned functional areas.
- Conduct complex administrative, operational, and financial studies evaluating alternatives, making sound recommendations and preparing effective narrative and statistical reports.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Make effective presentations to groups.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize own work, setting priorities, effectively multi-tasking, and meeting critical deadlines.
- Maintain accurate records and files.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Effectively represent the departments and the City in meetings with governmental agencies, contractors, applicants and various professional and regulatory organizations.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

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

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, public policy, or a related field; a Master's degree is preferred. Four years of administrative or professional staff support experience, preferably in a public agency setting.

Licenses and Certifications

Valid California Driver's License.

Physical Demands

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; to operate a motor vehicle and to inspect and visit various City and meeting sites; vision to read primed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift and carry up to 20 pounds with the use of proper equipment.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Special Requirements

Positions in this classification must be able to attend off-hours meetings and travel to sites outside of City limits.