



CITY OF CAMARILLO

Assistant to the City Manager

Job Code: 107

FLSA: Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Performs a full range of complex, responsible, and varied professional, analytical duties in providing highly responsible staff support within the City Manager's Office; assumes responsibility for diverse and responsible special projects or programs as assigned by the City Manager; provides sound, professional recommendations for action and assistance in policy, procedure, work methods, and budget development and implementation as assigned; coordinates assigned activities with other divisions, outside agencies, and the general public; and may supervise support staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, organizes, coordinates, directs, and/or conducts administrative and/or management studies and investigations for the City Managers' Office; identifies problem areas and issues; conducts complex surveys, research, and analysis on administrative, fiscal, and operational issues; determines analytical techniques and information-gathering processes and obtains required information and data for analysis; analyzes alternatives; discusses findings with management staff and prepares reports of study conclusions; oversees and assists in the implementation of recommendations to resolve sensitive, difficult, and complex operational and administration problems.
2. Provides difficult and complex staff assistance to the City Manager and other management staff; participates on and provides staff support to a variety of committees and boards; prepares and presents staff reports and other correspondence as appropriate and necessary; prepares City Council agenda items and Council Policy Committee and Legislative Committee agenda packets.
3. Plans, coordinates, implements, promotes, and oversees assigned programs, projects, and initiatives including assigned grant funded projects; oversees and participates in the development and implementation of program goals, objectives, policies, procedures, and priorities; oversees and participates in the development and implementation of strategies and workplans for the achievement of these goals.
4. Administers the City's legislative program and other governmental activities impacting the community at large; monitors, analyzes, and reports on legislation.
5. Performs the full range of duties involved in the identification, planning, development, and implementation of new and/or modified programs that would promote and enhance the mission, goals, and objectives of the City; oversees or performs the necessary research and analysis to justify the appropriateness of implementing the proposed program/project; prepares presentation materials and background documentation; monitors project success using appropriate tracking and feedback systems.

CITY OF CAMARILLO
Assistant to the City Manager (Continued)

6. Performs the full range of duties involved in researching, negotiating, and monitoring assigned contracts and agreements with outside suppliers, service providers, leasing agents, and others; ensures work is performed in compliance with contracts and agreements.
7. 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; coordinates data, resources, and work products as necessary and upon request in support of a productive and positive working environment; represents the assigned area to public and private groups, organizations, and other City groups; provides information and assistance as appropriate.
8. Ensures that assigned program activities and services comply with relevant federal, state, and local laws, policies, and regulations.
9. Participates in the budget development process and budget monitoring activities for the City Manager's Office; collects and analyzes financial data; reviews and analyzes budget requests and budget changes; makes recommendations and obtains final approval for changes; creates data tracking and reporting systems; monitors monthly status.
10. 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.
11. Supervises, assigns, and reviews the work of others including consultants, contractors, project team members, City employees, and outside agency staff on assigned work programs and tasks.
12. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

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.
- Advanced organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to area of assignment.
- Principles and practices of contract negotiation, preparation, and monitoring.
- Principles and applications of critical thinking and analysis.
- Techniques and formulae for administrative, financial, and comparative analyses.
- Methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.
- Recent developments, research methods, current literature, and sources of information related municipal government operations.
- Principles and practices of budget preparation and administration and grant application and administration principles and practices.
- Finance and accounting systems.
- Principles of business letter writing.

CITY OF CAMARILLO
Assistant to the City Manager (Continued)

Federal, state, and local government organizations.
Pertinent federal, state, and local laws, codes, and regulations.
Principles of lead supervision and training.
English usage, spelling, grammar, and punctuation.
Principles of effective public relations.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Plan, organize, direct, coordinate, and evaluate assigned programs, projects, events, or technical area.
Participate in the development and administration of program goals, objectives, and procedures.
Perform the full range of complex and difficult professional analytical, programmatic, and administrative duties involving the use of independent judgment and personal initiative.
Collect, evaluate, and interpret varied information and data.
Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.
Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Develop recommendations for problematic areas and implement and monitor changes.
Prepare clear and concise technical, administrative, and financial reports.
Research, negotiate, manage, and monitor contracts and agreements.
Understand the organization and operation of the City, assigned program areas, and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
Properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations and policies.
Identify and respond to community and organizational issues, concerns, and needs.
Coordinate multiple projects and meet critical deadlines.
Organize and prioritize timelines and project schedules in an effective and timely manner.
Plan, schedule, and review the work of assigned staff.
Participate in the preparation and administration of budgets.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

Experience:

Three years of increasingly responsible professional level administrative and management analysis experience within a local government environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites and locations.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

April, 2008
Johnson & Associates