

HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: City Manager's Office

POSITION TITLE: Assistant to the City Manager

SALARY RANGE: \$65,412- \$82,412

THIS IS AN EXEMPT CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing a variety of administrative and liaison tasks as assigned by the City Manager to facilitate smooth and efficient government operations. Responsibilities include assisting with the development and oversight of special projects; acting as a liaison with the general public and working with City Council, department heads, employees, unions, and other government agencies; preparing a variety of records, documents, reports, and statistical and policy analyses. The work is performed under the general supervision of the City Manager with leeway allowed for the use of independent judgment in carrying out assignments. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: either

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in public or business administration, government, political science, economics, or closely related field and one (1) year of experience in either administrative or budget analysis of public or private agency programs or in performing research on governmental programs or services; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public or business administration, government, political science, economics, or closely related field and two (2) years of experience as defined in (A) above; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

HOW TO APPLY: Apply through the online portal: <https://watertown-portal.mycivilservice.com/jobopps>

APPLICATION DEADLINE: 12/11/2024

Email civilservice@watertown-ny.gov for a complete job description.