



Confidential

Assistant to the City Manager

Job Specification
Classification: Exempt
Level: 1 of 1

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. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Performs research and analysis of proposed city projects including possible courses of action, project revenues and expenditures, costs, etc. and prepares reports as needed;
- Researches, drafts and prepares resolutions and ordinances for consideration by the City Council;
- Attends City Council meetings; drafts reports and determines appropriate follow up based upon meeting discussions;
- Attends department head meetings; coordinates overlapping programs and projects, monitors progress and implementation procedures to ensure proper coordination among departments;
- Assists with the development of City operating and capital budget;
- Attends other City Board, Commission and Committee meetings;
- Participates in labor negotiations; collects related information and performs statistical analyses;
- Works with union representatives and department heads to resolve contract interpretations;
- Represents and supports the City Manager to the public via telephone, email and personal contact; interacts with department heads and staff; responds to requests for information and assistance; provides information regarding City policies, procedures, rules and regulations; and resolves citizen concerns and complaints or refers concern/complaint to City Manager;
- Collects and compiles information on personal injury claims filed against the city under the self-insured liability insurance program and presents data to Board of Audit for determination on course of action.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

- Good knowledge of the laws, organization, and functions of city government;
- Good knowledge of the principles, practices, and techniques of administrative research and program analysis;
- Good knowledge of the methods used in preparing financial reports and cost estimates;
- Ability to prepare grant applications, resolutions, and ordinances;
- Ability to conduct meetings and to establish effective relationships with local and other governmental officials;
- Ability to understand and carry out complex oral and written directions;
- Ability to deal effectively with the general public;
- Ability to compile data and prepare records and reports;
- Good judgment and resourcefulness in solving complex administrative problems.

Physical condition commensurate with the demands of the position.

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.

SPECIAL NECESSARY REQUIREMENT:

Licensing Requirements: Valid NYS driver's license.

Classification history:

Revised: 3/20/2012