



Assistant to the City Manager

Department: City Manager

SUMMARY: Assists the City Manager and Assistant City Manager in the operation of the City. Represents the City Manager's office in the development of the budget, policies and performance of management studies, special project management and intergovernmental relations.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Coordinate community relations and development of partnerships in the community; works with Finance in directing the development and administration of the City's budget; review department budgets.

Conduct management studies, prepare and present staff reports and other correspondence.

Develop, track and ensure the implementation of the City Council's legislative work plan.

Assist the City Manager's office in developing, planning, implementing and administering City-wide policies, procedures, work plans, goals and objectives.

Serve as project manager for specific projects including but not limited to, high profile multi-project/multi-department coordination projects, organization outreach, and various other community and City Council initiated issues.

Tracks legislation and contact State elected officials.

Serve as acting City Manager in the absence of both the City Manager and Assistant City Manager.

May represent the City Manager at meetings.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

City and Department procedures, policies and guidelines; City Code; Arizona Revised Statutes; State and Federal legislative process.

Basics of statistical analysis; technical writing; negotiation techniques and problem solving.

Governmental budgeting and accounting principles.

Skills:

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely.

Gathering, preparing and analyzing information for presentations.

Operating a personal computer utilizing standard software such as Microsoft Office and other specialized software and technology, and standard office equipment.

Assessing, prioritizing and completing multiple tasks and demands simultaneously.

MINIMUM QUALIFICATIONS:

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with a Bachelor's degree, and four (4) years paid fulltime experience in an administrative or managerial capacity to a City or County Manager or Executive.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

Adopted: Jan, 2000

Revised: Jul, 2003; Apr, 2006; Jan, 2009; Jan, 2010; May, 2013; Nov, 2014; Nov, 2017