

**CITY OF SANTA CLARA
CLASS SPECIFICATION**

TITLE: ASSISTANT TO THE CITY MANAGER (028)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
City Manager's Office	City Manager	Exempt

EDUCATION AND EXPERIENCE

- Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, or a closely related field; and
- Five (5) years of increasingly responsible professional level experience performing policy and/or program analysis, including two years of experience in a management level position with a public agency.

Desirable Qualifications:

- A Master's degree in Public or Business Administration, or a closely related field is desirable.

LICENSES/CERTIFICATIONS

Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

This is a senior staff position in the unclassified service responsible for managing complex studies and projects of a citywide nature often involving representation of the City Manager's Office. Assignments may include managing interdepartmental teams, maintaining relations with committee and intergovernmental groups and providing staff support to Council members. Incumbents in this position will have considerable independence in making judgments related to their assignments and must handle situations with great sensitivity, tact and diplomacy. This position is distinguished from the Senior Management Analyst classification by its higher level of independence and citywide focus of the most complex project and program management.

As a member of the City's unclassified service, this is an "at-will" position. The incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

Under general direction:

- Prepare a variety of reports summarizing project, study, and program data, analyze related data and make recommendations based on findings;
- Serve as a project lead and provides direction to assigned staff;
- Manage, train and evaluate staff and develop processes designed to support a continuous learning assignment;
- Resolve complex customer service issues;

ASSISTANT TO THE CITY MANAGER (continued)

- Develop, implement, interpret, and ensure compliance with rules and regulations, laws and codes, policies and procedures;
- Assist in the development and implementation of citywide goals, objectives, policies, priorities and procedures;
- Develop citywide policies;
- Provide staff support to Council committees and serve as a liaison between the City Manager's Office, the Council, and the community;
- Represent the City Manager at board and commission meetings, as well as at community meetings and events;
- Prepare and edit written and oral reports for management, boards and commissions, and City Council with a high degree of technical expertise;
- Perform project and policy analysis, which includes: conducting research; determining and raising pertinent issues; summarizing findings; presenting results and administering programs;
- Prepare drafts and/or review ordinances, resolutions, administrative policies, contracts, and other documents;
- Coordinate preparation of grants and/or contracts;
- Monitor Federal and State legislation for impacts on City functions and business and coordinate City response;
- Attend meetings of the City Council, boards and commissions, and other public meetings; and
- Perform other work as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles and practices of government organizations, powers and limitations of governmental functions, organizational management and supervision;
- Research methods, including statistics;
- Organization and operating procedures of a municipal city manager's office;
- Federal, State, local and regional grant processes, procedures and timelines;
- Computer software programs such as Microsoft Word, Excel, permitting software and Geographic Information System (GIS); and
- Office safety practices, procedures and standards.

Ability to:

- Communicate logically and clearly, both orally and in writing;
- Prepare and present highly technical and complex written and oral reports to City Council, boards and commissions, Citizens and City Staff;
- Exercise independent judgment and initiative with minimal supervision;
- Effectively manage, organize, train and supervise assigned staff;
- Build credibility, trust and strong working relationships with internal and external stakeholders by working cooperatively and collaboratively;
- Work in a team-based environment and achieve common goals;
- Handle stressful or sensitive situations with tact and diplomacy;
- Establish and maintain effective working relationships with those contacted in the course of

ASSISTANT TO THE CITY MANAGER (continued)

work;

- Manage, organize and conduct planning research studies and reports;
- Draw logical and perceptive conclusions from factual data;
- Define alternative actions and creative solutions;
- Effectively handle multiple priorities, organize workload and meet strict deadlines; and
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under the administrative direction of the City Manager or other manager as assigned.

SUPERVISION EXERCISED

May supervise and train staff as assigned.

OTHER REQUIREMENTS

- May be required to work odd and unusual hours.
- Must be able to perform all of the essential functions of the job.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.