

EXECUTIVE TO THE CITY MANAGER

DEFINITION

Under the administrative direction of the City Manager, to perform daily Administration Department operations and functions. To perform a wide variety of responsible, complex, technical, and confidential administrative duties in support of the City Manager and City Council; to possess strong interpersonal and organizational skills; and to perform other related work as required. May assist other departments with special projects, and coordinate meetings and activities with other departments and outside agencies. Provides primary support for the City Manager in the development of the annual budget. This position assists with the coordination of the City's Public Information activities and performs a vast array of projects, including press releases. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Mid-Management (Confidential), Unrepresented.

DISTINGUISHING CHARACTERISTICS

This is the experienced working level class. This classification assists the City Manager, City Council, and City Attorney. An incumbent must be willing to attend meetings outside normal working hours and be available to work unusual hours, as necessary. The position allocated to this class exercises a considerable degree of initiative, tact, and mature judgment in the performance of a variety of administrative duties. Duties are performed under minimal supervision and require comprehensive knowledge of City policies and procedures. This position may represent the City at various external governmental meetings; the incumbent may meet with vendors, citizen groups, or engage in other meeting-related activities as assigned.

REPORTS TO

City Manager, or as assigned.

CLASSIFICATIONS SUPERVISED

May provide work direction and coordination for assigned support staff as assigned.

ESSENTIAL FUNCTIONS

Assists and supports the City Manager, Deputy City Manager, and City Council by carrying out administrative assignments; initiates and responds to written and verbal correspondence; composes, edits, and distributes correspondence and provides excellent customer service; provides information to other City departments, community organizations, committees, and the public involving specialized and technical subject matter; establishes and maintains comprehensive and confidential files on policies, records, reports, reference materials, codes, ordinances, and communications;

arranges and coordinates conferences; researches information; makes travel arrangements for department director and/or City personnel; operates and assists staff on the proper use of computers and other technological devices; develops recommendations for improving departmental operations and procedures; prepares requisitions and purchase orders; and assists with staff reports, resolutions, routine documents, and other forms of communications. May assist in development and distribution of City Council meeting agendas and packets. Responsible for technical work in the preparation of grant applications; and provides support and assistance to other City departments/divisions in the ongoing administration, reporting, and implementation of grant awards.

Coordinates and participates in special projects; compiles and prepares reports, memoranda, policies, manuals, and newsletters; assists in the preparation of the annual budget by obtaining, compiling, entering data, and monitoring expenditures; explains City ordinances, policies, and procedures to other staff and the public; develops public relations publications and materials; participates in the development and installation of new or revised programs, systems, procedures, and methods of operation; responds to inquiries and complaints; tracks legislation, and responds to legislators and internal staff regarding implications; provides project management of contractual services; assists in the coordination of intra-departmental and departmental activities with other City departments and outside agencies; represents the City in inter-departmental, community, and professional meetings; and confers with other departments on a variety of administrative matters.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, postage machine, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- The organization and structure of municipal governments.
- Modern office terminology.
- Office environment technology, phones, and cell phones.
- Letter and report composition, grammar, and punctuation.
- Human relations and organizational skills.
- Time management techniques.

- Computer software applications including word processing, spreadsheets, and database programs.

Ability to:

- Perform difficult, complex, and responsible administrative work.
- Work independently, employ good judgment, and make sound decisions in accordance to established procedures and policies.
- Meet regular and consistent attendance requirements.
- Organize, research, and maintain complex and extensive files and records.
- Operate a computer accurately and efficiently and work with various computer software including database and records management programs used in the office of City Administration.
- Maintain complex records, take accurate notes, and summarize actions from meetings.
- Organize duties and determine priorities in order to meet assigned deadlines.
- Establish and maintain good working relationships with all levels of the organization and the public.
- Deal effectively with a wide variety of personalities and situations requiring tact, judgment, and poise.
- Understand and carry out oral and written instructions.
- Understand and interpret laws, procedures, codes, policies, and guidelines.

Training and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way would be:

- Four (4) years of increasingly responsible executive administrative office experience including considerable public contact.

Education:

- Graduation from an accredited college or university with an Associate's degree with major course work in public or business administration, or a closely related field. Education requirement may be substituted with equivalent years of experience.
- Possession of a Bachelor's degree is highly desirable.

SPECIAL REQUIREMENTS

- Must be willing to attend meetings outside normal working hours and be available to work weekends and evenings as necessary.
- Ability to learn, retain, and use technical terminology, equipment, and computer applications.
- Ability to remain calm in difficult situations and maintain mental alertness and stamina to perform routine and specialized duties for long periods of time.

License:

- Possession of a valid California driver's license.

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