

CITY OF CAPITOLA

ASSISTANT TO THE CITY MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

Under general direction from the City Manager, performs a wide variety of complex administrative and analytical duties; administers the department budget, manages and oversees assigned administrative processes, procedures, projects and programs; and provides information and assistance to the public regarding assigned programs and services; and performs other related tasks as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant to the City Manager is a management level classification with responsibility for assisting the City Manager with the overall management and administration of City operations and services; distinguished by its breadth of responsibility across City departments and the performance of highly sensitive, complex assignments. There is no class series for this classification.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager. May exercise direct and indirect supervision to assigned staff and contractors.

ESSENTIAL FUNCTIONS --*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Assist the City Manager in the overall administration of City operations and the development of City-wide goals, policies, and procedures.
- Develop and implement operational, administrative, program, and other policies and procedures; assist in contract negotiations and administration.
- Plan, organize, direct, and coordinate public outreach initiatives and the communication of public information.
- Direct the preparation and administration of assigned budget(s); maintain and monitor appropriate budgeting controls; prepare various financial reports as required.
- Collect, compile, and analyze complex information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.
- Serve as City liaison/facilitator with public and private organizations, community groups and other related organizations.
- Receive and respond to complaints and questions from the general public relating to assigned programs; review problems and recommend corrective actions; prepare summary reports as required.

- Participate in special projects including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports; participate in a variety of Department operations.
- May serve as the City Manager's designee in regards to Risk Management, liability claims, and self-insurance development.
- Assist in the preparation of ordinances and other supporting program documents; prepare and monitor program contracts and related proposals; monitor compliance with applicable contracts and agreements.
- May serve as the Personnel Officer's designee to liaise between Bargaining Units and lead labor negotiations.
- Manage specific programs/projects as assigned by the City Manager.
- Represent the City at public meetings, on boards and committees, and in interagency coordination efforts.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration and local government operations.
- Organizational development and strategic planning.
- Methods of research, program analysis, and report preparation.
- Applicable federal, state, and local laws, rules, and regulations.
- Principles and practices of Human Resources.???
- Principles and practices of budget administration.
- Public relations, facilitation, and communication strategies. Principles and procedures of accounting and procurement practices.
- English usage, spelling, grammar and punctuation.
- Modern office procedures, methods including computers.
- Perform complex administrative and analytical activities for assigned programs.

Ability to:

- Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and departmental policies and procedures.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Research, analyze, and evaluate programs, policies, and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with elected officials, City staff, and the public.
- Facilitate public meetings.
- Represent the City in a variety of forums with professionalism and integrity.
- Use initiative and judgement within established guidelines.
- Manage complex projects and programs.

Education and Experience

Any combination of education, experience, and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible administrative and analytical experience, preferably within a local government environment.

Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. A Master's degree is highly desirable.

WORKING CONDITIONS

Environmental Conditions: Office environment utilizing computers.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting for up to three hours at a time. Ability to operate computer, telephone and copying machine.

Revised: Date: 11/13/14

Effective Date: 9/13/01

Approved: 06/26/25

Effective Date: 07/01/25