

CITY OF HALF MOON BAY
JOB CLASS SPECIFICATION
ASSISTANT TO THE CITY MANAGER

DEFINITION

Under general direction, the Assistant to the City Manager assists in performing the managerial and administrative functions necessary for the excellent operation of the City; supervises the City administrative support team; and performs related work as required.

SUPERVISION RECEIVED/EXERCISED

The Assistant to the City Manager receives general direction from the City Manager. Responsibilities include functional supervision of full-time and part-time support staff.

IMPORTANT AND ESSENTIAL DUTIES

The Assistant to the City Manager is responsible for, but not limited to, the following duties:

Research, analyze, and prepare recommendations regarding a wide variety of new or existing programs, dealing with financial, organizational, programmatic or personnel issues.

Develop and maintain a strong customer service orientation in all programs and activities.

Plan, organize, direct, supervise, review, motivate and evaluate assigned support staff. Recommend employee actions, including performance improvement, discipline and safety adjustments; manage and approve time sheets, including overtime.

Provide staff support to Council subcommittees or members of the Council, as appropriate.

Serve as liaison between the City Manager's office and community groups and business organizations within the city.

Attend public meetings to explain and promote city programs and policies. Make presentations before the City Council, and represent the City Manager at various

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boards and commissions, both within the city and outside.

Assist in the preparation of the City's annual budget.

Assist in the preparation of the City Council agenda and the agendas for other boards and commissions.

Investigate complaints and recommend correct action; develop notification letters and other public information material.

Coordinate City Manager's Office activities with city departments, other public agencies, and the public.

Develop and maintain effective and positive working relationships with City staff, and the public.

Provide human resources support ensuring compliance with rules, regulations, laws, MOU's and city.

Assist senior staff and participate in the collective bargaining process.

Assist in the administration of the City's Risk Management Program.

Respond to City emergency situations during regular work hours and outside of regular work hours as required.

Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles and practices of: public administration and local government operations; organization, administration, budget, financial and personnel management; effective supervision and management; project management systems; and purchasing methods and principles.

Research and analytical techniques.

Laws, ordinances, and procedures related to municipal operations.

Computerized management systems.

Skill to:

Prepare budget analysis, cost projections, and cost-benefit analysis.

Manage complex projects.

Operate contemporary office equipment, including computer systems and associated software.

Ability to:

Analyze complex problems and make sound recommendations.

Get things done.

Generate and implement ideas.

Motivate others to excel.

Anticipate problems and bring them to the City Manager's attention.

Be politically astute and capable of making recommendations in a political environment.

Plan, organize, prioritize, direct, schedule and supervise City operation support programs and activities.

Communicate clearly and concisely both orally and in writing.

Establish, maintain and foster good working relationships with those supervised and contacted in the course of work.

Prepare, maintain, and interpret records and reports.

Evaluate operations and problems, recommend and implement efficiency and productivity improvements.

Prepare and administer a departmental budget.

Prepare projects and manage them to completion.

Learn, retain, interpret and apply pertinent provisions of the City's Rules and Regulations, and City policies.

Adapt effectively to change.

Coordinate program activities and projects with City staff, other agencies, contractors and the public.

EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in municipal or private sector administrative work involving tasks similar to the previously described duties. Strong analytical, administrative and interpersonal skills in managing assignments, projects and varied personalities are required.

Education:

The equivalent of a Bachelors Degree from an accredited college or university. A Masters Degree in Public Administration or Business Administration is desirable.

PHYSICAL DEMANDS

The ability to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned.

WORKING CONDITIONS

Working in an office environment is required in this position. The incumbent must travel to and from work site. Will be required to interact with customers with varying dispositions.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possess a valid California class "C" Driver's License.