

City of South San Francisco  
Human Resources Department

**Assistant to the City Manager**  
Class Description

**Definition**

Unique to the City Manager's Office and under direction of the City Manager and the Assistant City Manager, the Assistant to the City Manager performs a variety of complex assignments within the City Manager's Office, including certain ongoing tasks, as well as overall responsibility for specifically assigned projects that require experience in administration as well as the ability to interact with a variety of personnel. It is distinguished by assignments of a citywide nature often involving representation of the City Manager's Office.

**Distinguishing Characteristics**

This single position classification requires the incumbent to perform managerial and administrative work of a highly responsible nature. This classification performs complex analysis, prepares reports and policy implementing documents, exercises leadership skills and establishes effective relationships with a variety of groups and individuals. The work is performed under the general policy direction of the City Manager and is conducted in accordance with accepted public information standards.

**Typical and Important Duties**

1. Manages complex project studies, gathering and evaluating information and preparing and presenting reports.
2. Formulates, recommends, and administers policies and procedures governing special projects.
3. Represents the City Manager in meetings with other cities, community agencies, and government agencies.
4. Attends a variety of staff, Council, board and commission meetings; makes presentations to civic, school, other governmental agencies, the community, and various committees.
5. Reviews and edits staff reports and may oversee calendar of agenda items.
6. Coordinates with staff liaisons to City Boards and Commission in implementation of Council priorities.
7. Participates in the City Manager's Office Team regarding various organizational development and public outreach initiatives.
8. Confers with other departments and prepares community relations materials including the City newsletter.
9. Provides assistance to City Manager and Assistant City Manager as needed.
10. Performs related duties and responsibilities as assigned.

## Job-related Qualifications

### Knowledge of:

- Principles, practices, and procedures of public and business administration as applied to municipal government.
- Ordinances, resolutions, and laws affecting the operation of the City.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Business letter writing and the standard format for reports and correspondence.
- Computer applications related to the work.
- Techniques for dealing effectively with the public and City staff, in person and over the telephone.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.

### Ability to:

- Analyze problems and propose solutions; elicit the cooperation of others to affect solutions; negotiate with others the affects of the proposed solutions.
- Assist and advise on a variety of community outreach issues.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Write complex reports, including conclusions and recommendations.
- Make presentations to a variety of groups, including elected and appointed officials.
- Establish and maintain effective and cooperative relationships with the public, community groups, City, the press, and employees.
- Interpret and work in accordance with ordinances, resolutions, and laws affecting the City.
- Make sound decisions in a manner consistent with the essential job functions.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.
- Use initiative and independent judgment; organize own work, set priorities, meet critical deadlines, and follow-up on issues.
- Represent the City effectively in contacts with representatives of other agencies, City departments, and the public.

### Skill in

- Operating personal computer and its associated applications.
- Rapid note taking and accurate transcription of own notes.
- Facilitating complex meetings.

### **Experience and Training**

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

**Experience:**

Five years of progressively more responsible community-based experience with a city or county government.

**Training:**

A bachelor's degree from an accredited college or university with major coursework in public or business administration, or related field. A master's degree in public administration or a related field is desirable.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate valid California driver's license, and a satisfactory driving record.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

**Physical Skills:**

Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 35 pound boxes, files, and materials.

**Work Environment:**

Mobility to work in a typical office and/or field setting.

**Ability to:**

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

### **Additional Information:**

- Approved:
- Revised Date: February 2005
- Former Titles:
- Abolished:
- Bargaining Unit: Executive Management

- DOT: No
- Status: Unclassified/exempt
- Job Code: N180