



City of Laguna Niguel Job Description

ASSISTANT TO THE CITY MANAGER

Executive and Management Group
FLSA: Exempt

DEFINITION

Plan, manage, supervise, and coordinate various assigned activities and operations of the Administration Department; perform complex administrative, financial/statistical and other management analyses in support of City-wide activities, functions and programs; coordinate assigned activities with other City Departments, outside organizations, and the general public; serve as a member of the Department management team and provide highly responsible and complex administrative support to the City Manager and Assistant City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager and Assistant City Manager.

May exercise direct supervision over Maintenance, Technical, Clerical staff and Middle-Management, Professional and Supervisory staff.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Manage and assist in the development and implementation of goals, objectives, policies, and priorities for the City Manager's office and Administration Department.
- ◆ Take a lead role in development, analysis and administration of the Administration Department's biennial budget.
- ◆ Provide responsible staff assistance to the City Manager and Assistant City Manager and the Administration Department; conduct high-level operational analyses, feasibility studies and technical reports.
- ◆ Administer contracts with contractors/consultants/vendors in support of assigned functions; evaluate quality of work according to scope of services and approve invoices.
- ◆ Lead interdepartmental projects and programs; serves as a Project Manager on special assigned projects to ensure that projects are completed on time and within budget.
- ◆ Regularly attend City Council and special meetings; prepare, review and provide edits to City Council agenda reports and presentations, for proper content and format prior to submittal to City Manager and Assistant City Manager.
- ◆ Provide high-level support regarding the City's Strategic Plan, including working with the Executive Management team to formulate new goals and objectives for City Council consideration, tracking plan progress, and reporting progress to City Council.
- ◆ Manage the City's legislative advocacy program including the analysis of proposed bills, submitting official letters of support/opposition, etc.

- ◆ Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- ◆ Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Modern and complex principles and practices of public administration and program development.
- ◆ Organizational and management practices as applied to the analysis and evaluation of assigned programs, policies, and operational needs.
- ◆ Principles and practices of contract administration including bidding and negotiations.
- ◆ Principles and practices of municipal budget preparation and analysis.
- ◆ Pertinent Federal, State, and local laws, codes, and regulations.
- ◆ Business letter writing and technical report preparation.

Ability to:

- ◆ Manage, direct, and coordinate the work of Maintenance, Technical, Clerical staff and Middle-Management, Professional and Supervisory staff.
- ◆ Select, supervise, train, and evaluate staff.
- ◆ Provide administrative and professional leadership and direction for assigned functions.
- ◆ Recommend and implement goals, objectives, and practices for providing effective municipal services.
- ◆ Prepare and administer large and complex budgets.
- ◆ Prepare clear and concise administrative and technical reports.
- ◆ Analyze problems; identify alternative solutions; project consequences of proposed actions; implement recommendations in support of goals.
- ◆ Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- ◆ Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- ◆ Perform responsible and challenging work involving the use of independent judgment and personal initiative.
- ◆ Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- ◆ Interpret and apply administrative and departmental policies and procedures.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain effective working relationships.

Experience and Training:

Any combination of 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:

Five years of municipal experience performing complex administrative responsibilities. Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration or a related field.

A Master's degree in public administration, business administration or a related field is desirable.

Supervisory experience is desirable.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office and moderate in the field.