

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ASSISTANT TO THE CITY MANAGER

PERSONNEL COMMISSION APPROVAL: *REVISED*
COUNCIL APPROVAL: JANUARY 22, 2013

JOB CODE: 0057
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT
EEOC CODE: PROFESSIONALS

JOB SUMMARY

Under general direction, provides professional-level managerial support to the City Manager and Assistant City Manager on a variety of difficult, complex and sensitive administrative matters; provides high-level research and analysis; reviews, reports, and monitors legislative and other intergovernmental activities.

SUPERVISION RECEIVED AND EXERCISED

Reports to: City Manager and/or Assistant City Manager
Supervises: Interns, volunteers and staff

DISTINGUISHING CHARACTERISTICS

The Assistant to the City Manager is an advanced journey level job class with responsibility for coordinating and overseeing a variety of complex and confidential matters including, but not limited to, legislative policy analysis and intra/inter-governmental relations. This classification is distinguished from the Assistant City Manager in that the Assistant City Manager exercises general direction over managerial, administrative, professional and clerical staff and serves as the City Manager in his or her absence.

EXAMPLES OF ESSENTIAL DUTIES

- Supports the City Manager, Assistant City Manager, and department directors on matters pertaining to assigned functions, programs and projects, prepares the City Manager's Office budget and oversees the expenditure of funds;
- Conducts major analytical and research assignments, and develops recommendations on administrative and operational issues and problems with citywide impact;
- Develops and assists in the development of strategies to accomplish City goals and

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ASSISTANT TO THE CITY MANAGER

objectives;

- Provides guidance to City departments according to the directives of the City Manager; coordinates activities with those of other departments and outside agencies;
- Directs and participates in the preparation of various documents, including but not limited to correspondence, reports, resolutions, ordinances, contracts, and presentation materials;
- Researches, prepares and presents oral and written reports, responds to citizen inquiries;
- Monitors, analyzes and evaluates legislation and other intergovernmental activities affecting the City; prepares and/or coordinates appropriate responses to legislation impacting City operations and/or the community at large;
- Maintains effective and extensive professional relationships with representatives of other local, state and federal agencies;
- Attends a variety of meetings and civic functions; serves as the City Manager's representative/staff liaison at meetings of City management and staff, commissions, committees and other organizations as needed;
- Represents the city in multi-jurisdictional meetings and with community groups, advisory boards and other governmental agencies;
- Attends professional training to stay abreast of industry best practices;
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required;
- Maintains a regular and consistent attendance record;
- Travels to offsite locations within and outside the City;
- Performs other related duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and practices of municipal government administration, including goal setting, program development, implementation and evaluation
- Municipal governance structure, practices and policies

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ASSISTANT TO THE CITY MANAGER

- Pertinent Federal, State, and local laws, codes, and regulations
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs
- Public agency budgetary, contract administration, and City-wide administrative practices
- State and federal constitutional and statutory provisions relating to municipalities
- Methods and techniques of research, analysis, and statistical and analytical report preparation
- Methods and techniques of contract negotiation and administration
- Customer service and public relations
- English usage, spelling and grammar; principles of public speaking

Ability to:

- Develop alternative resolutions to problems and recommend a balanced use of strategic and administrative approaches in resolving issues
- Analyze, appraise, and organize facts, data, and information and present findings and recommendations in oral and written reports
- Manage a variety of complex and challenging projects simultaneously to completion
- Exercise judgment, initiative, decisiveness, and creativity necessary in situations involving the direction, control and planning of multiple programs, and in critical or unexpected situations involving considerable risk or loss to the City
- Review, discuss, and advise regarding legislative and policy issues
- Interact with public officials; work cooperatively with employees, customers, clients, and the public
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling
- Communicate orally in group, face-to-face, and one-on-one settings
- Maintain accurate records; operate personal computer and standard software applications
- Establish and maintain effective interpersonal relations with those contacted in the course of work

Education: A Bachelor's Degree in Public or Business Administration, Political Science or a closely related field from an accredited college or university is required. Master's Degree in Business, Public Administration, Political Science, or a closely related field from an accredited college or university, is preferred.

Experience: Five (5) years' increasingly responsible experience conducting complex administrative analysis, managing legislative affairs, or other professional-level municipal

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ASSISTANT TO THE CITY MANAGER

management support activities including lead or supervisory experience. Master's Degree may substitute for one (1) year of experience.

License/Certification: A valid California Class C driver's license with an acceptable driving record required by time of appointment and during course of employment

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The incumbent sits for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of the general public, co-workers and subordinates. Must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds with the use of proper equipment.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.