

CITY OF FOLSOM

ASSISTANT TO THE CITY MANAGER

DEFINITION

Under direction, perform highly responsible, complex, and varied professional administrative and analytical work in the development, implementation, and administration of Citywide programs or projects and the implementation of Citywide strategic initiatives; conduct organizational analysis, operational audits and analysis, productivity studies, and other complex analyses; conduct budget review and analysis; evaluate impact of new or proposed legislation; coordinate activities of the City Manager's office with other departments, divisions, and/or outside agencies. Incumbents may oversee, monitor, and/or direct the work of lower level personnel.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Coordinate major citywide programs or projects.
- Coordinate strategic planning efforts.
- Conduct complex studies, surveys, and focus groups.
- Collect information of difficult operational and administrative problems.
- Compile and analyze information, develop and evaluate options, prepare and present recommendations for review by management.
- Confer with department heads, employees, and interested parties regarding existing and proposed policies and procedures;
- Assist in development and implementation of policies, procedures, goals, and objectives.
- Conduct detailed and complex organizational studies pertaining to work flow, time and cost factors, administrative systems, records and filing systems, procedures, staffing levels, and organizational structures to determine potential areas for organizational improvement.
- Coordinate and participate in the preparation of the annual operating and capital improvement budgets.
- Evaluate requests for additional funding, projects, and other supplemental requests.
- Assist in monitoring and controlling budget activities.
- Evaluate or assist in the evaluation of new or proposed legislation, rules, and regulations.
- Confer with affected parties.
- Determine potential impacts to City operations and finances, and report findings.
- Analyze, interpret, and apply policies, procedures, and regulations.
- Coordinate activities of the City Manager's Office with City departments and divisions, and with outside agencies.

- Meet with citizen groups, represents the city in the community, at meetings, and at conferences.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Essential Duties” section of this specification.

Knowledge of:

- Advanced principles, practices, and techniques of public administration and public policy.
- Principles and practices of organization, management, supervision, and team building.
- Advanced principles and practices of organizational, financial, and policy analysis.
- Principles, methods, and practices of municipal finance, budgeting, and accounting.
- Advanced research, analytical, and statistical methods, techniques, and procedures.
- Project management.
- Computer applications including spreadsheet, database, word processing, and presentation software.
- Applicable federal, state, and local laws, rules, and regulations.
- Technical report writing.
- Modern office procedures and equipment.

Ability to:

- Analyze a variety of complex administrative and organizational problems and to make sound policy and procedural recommendations.
- Interpret and apply laws, regulations, and policies.
- Prepare reports.
- Work with sensitive and confidential information in a political environment.
- Adjust to rapidly shifting priorities and timelines.
- Work with multidisciplinary teams.
- Facilitate groups.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education:

A bachelor's degree in public or business administration or a closely related field from an accredited college or university.

Experience:

Six (6) years of progressively responsible professional administrative and analytical experience in municipal government, including two years advanced journey level experience in budget, strategic planning, policy analysis, organizational development, and/or personnel management.

Substitution:

A master's degree in one of the above fields may substitute for one (1) year of experience.

License, Certificate, Registration Requirements:

Possession of, or ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Information Block

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: