

# CITY OF SIMI VALLEY

## ASSISTANT TO THE CITY MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction, plans and coordinates a variety of professional level administrative activities including City Council agenda coordination, organizational audits and studies, facilities utilization, and various other special projects within the City Manager's office; and provides responsible administrative support to the City Manager.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinate the City Council agenda process including scheduling items and reviewing staff reports for completeness, consistency, and policy implications.
2. Conduct, coordinate and review studies, surveys and the collection of information on difficult operational and administrative problems; analyze findings and prepare reports of practical solutions for review by the City Manager.
3. Conduct fiscal analyses and make recommendations related to local government revenue and taxation issues, and public financing instruments.
4. Negotiate and administer agreements and contracts as assigned; coordinate work with vendors, consultants and other outside interest groups.
5. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; prepare statistical reports as required.
6. Prepare a variety of complex correspondence, memoranda and administrative staff reports.
7. Serve as staff to a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
8. Monitor program performance; recommend and implement modifications to systems and procedures.
9. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Principles and practices of public administration.
- Principles and practices of municipal budgeting and finance.
- Principles and practices of contract administration.

Principles and practices of program development and administration.  
Principles of effective public relations and inter-relationships with community groups and agencies, private businesses and other levels of government.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Principles and procedures of record keeping.  
Principles of business letter writing and basic report preparation.  
Pertinent federal, state, and local laws, codes and regulations.

**Ability to:**

Oversee assigned programs and projects for the City.  
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibility.  
Prepare clear and concise reports.  
Identify and respond to community and City Council issues, concerns and needs.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, or a related field.

**Experience:**

Three years of increasingly responsible experience in public administration.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting.

**Physical:** Sufficient physical ability to work in an office setting and operate office equipment.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.