

CITY OF BRISBANE

ASSISTANT TO THE CITY MANAGER

Definition

Under direction of the City Manager, provides a variety of professional management support to the City by conducting studies, developing recommendations for action, developing policies and procedures, overseeing projects, programs, and agreements and acting as liaison for the City with a variety of private and public organizations and regulatory agencies; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships among City departments and other governmental and regulatory agencies; and performs related work as required.

Class Characteristics

The Assistant to the City Manager serves in a variety of administrative, coordinative, analytical and liaison capacities, as required by the changing needs of the City and as directed by the City Manager. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee and implement projects and programs in a variety of areas.

Examples of Duties (Illustrative Only)

- Coordinates and oversees the City's affordable housing program; researches and obtains program funding; reviews applications from developers and home buyers for compliance with program requirements; approves and processes requests for loans.
- Administers and coordinates a multiplicity of and serves as the City's representative for a variety of joint powers agreements and contracts for professional and support services; negotiates and administers franchise agreements for such City services as solid waste disposal, cable television and transportation management.
- Provides staff support, including preparing agendas and staff reports and following-up on actions taken for various boards, committees and commissions.
- Negotiates the acquisition of open space land and prepares grant applications for funding.
- Provides input into the development and implementation of goals, objectives, policies, procedures and work standards for the City; provides input into the development and administration of the City Manager's departmental budget.
- Conducts organizational, operational, financial and analytical studies; evaluates alternatives; prepares recommendations and narrative and statistical reports; and implements policy and procedural changes after approval.
- Makes presentations to the City Council, Redevelopment Agency and other City commissions and committees; represents the City in meeting with members of community, business, professional, educational and governmental organizations; may represent the City in contacts with the media.
- Serves as a professional staff resource to City managerial staff.
- May direct the work of staff on a project or day-to-day basis; trains staff in work procedures.

- Prepares and directs the preparation of a variety of written correspondence, reports, policies, procedures, ordinances, requests for proposal, agreements and other written materials.
- Maintains a variety of working and official files.
- Monitors changes in laws, regulations and technology that may affect City activities and functions; implements policy and procedural changes as required.
- Uses a variety of standard office equipment, including a computer, in the performance of the work.
- Negotiates agreements with developers and administrates construction loans for affordable housing projects. Monitors related agreements for compliance.
- Prepares reports to State regulatory agencies.
- Reviews and approves or denies applications for tree removal permits.
- Receives, investigates and responds to citizen complaints, inquiries and requests for services.
- Reviews and assists in the development of redevelopment plans and projects.

Qualifications

Knowledge of:

- Principles, practices and procedures of public administration in a municipal setting.
- Functions and services of a municipal government.
- Principles and techniques of conducting analytical studies, evaluating alternatives and making sound recommendations.
- Basic principles, practices and funding sources for affordable housing and redevelopment projects.
- Basic supervisory principles and practices.
- Basic budgetary and contract administration practices in a public agency.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Records management principles and practices.
- Techniques for making effective public presentations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Assisting and developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department and assigned functional areas.
- Conducting complex administrative, operational and financial studies, evaluating alternatives, making sound recommendations and preparing effective narrative and statistical reports.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Making effective presentations to groups.
- Maintaining accurate records and files.
- Effectively representing the departments and the City in meetings with governmental agencies, contractors, applicants and various professional and regulatory organizations.

- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Organizing own work, setting priorities, effectively multi-tasking and meeting critical deadlines.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from a four-year college or university with major course work in business or public administration, public policy or a field related to the work and three years of administrative or professional staff support experience in a public agency setting.

License:

Must possess a valid California class C driver's license and a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

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Former Titles:

Abolished: