

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Assistant to the City Manager	Job Family: II
General Classification: Management	Job Grade: 26

Definition: The Assistant to the City Manager acts as a staff assistant to the Assistant City Manager/City Manager, performing a wide variety of complex administrative research tasks and projects, and program/project management.

Distinguishing Characteristics: The position requires strong analytical, financial/budget, administrative and interpersonal skills in managing assignments and projects.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Researches and analyzes a wide variety of technical and complex issues, typically utilizing statistical, financial and/or organizational analysis.
2. Assists in the development, implementation and monitoring of goals, objectives, policies, priorities and procedures.
3. Provides staff support to City Council committees and City boards and commissions.
4. Represents the City in the community and at professional meetings, as required.
5. Assists in the coordination of activities in the City Manager's Office, with City departments, and with outside agencies.
6. Prepares reports and makes presentations to the City Council.
7. Prepares presentations and speeches for the City Manager and Assistant City Manager.
8. Coordinates the Community Relations Program for the City, prepares, releases information directly to the public, such as public newsletters, reports, statistics, press releases and other special municipal reports; prepares internal employee publications, including use of the City's web site.
9. Tracks State and Federal legislation; assists in the evaluation of proposed legislation to determine the potential impact it may have on the City; prepares letters, statements and other lobbying efforts on behalf of the City.

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10. Assists the City Council in its intergovernmental relations program and acts as liaison with other governmental jurisdictions.
11. Administers the City's cable television franchise agreement and agreement with KMVT and serves as an ombudsman for cable franchise customers.
12. Manages specific programs/projects.
13. Performs other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of public administration; City government structure and processes; organizational development and management, budget/fiscal and operations analysis; modern office procedures, methods and computer equipment and software.

Ability to: Manage complex projects and programs; develop and implement effective City organizational policies and procedures; analyze and make sound recommendations regarding budgetary, management and organizational issues; effectively utilize computers and automated systems; communicate effectively, both orally and in writing; and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Bachelor's degree from an accredited college/university with major emphasis in public administration, public policy, political science or a related field and five years of increasingly responsible experience in municipal government administration. A master's degree may be substituted for one year of the required experience.

Required Licenses or Certificates: A valid California driver's license.

Established February 1980

Revised March 2007

CLASS SPECS

CS106-M^