



POSITION DESCRIPTION

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| POSITION: | ASSISTANT TO THE CITY MANAGER | CIVIL SERVICE: | NO |
| DEPARTMENT: | CITY MANAGER'S OFFICE | FLSA EXEMPT: | YES |
| DIVISION: | CITY MANAGER | UNION: | N/A |
| REPORTS TO: | CITY MANAGER | PAY GRADE: | N13 |

FUNCTION:

Performs under general administrative direction; to assist the City Manager and senior management team in daily operations of the Office of City Manager; to perform administrative coordination and research activities in the preparation and administration of the city budget, capital improvements program, grant assistance programs and policy development; to manage special projects as assigned; and to perform related duties as required.

SUPERVISES:

EQUIPMENT USED:

Standard office equipment

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Utilizes research methodologies, statistical techniques and the compilation of empirical data to perform budget analyses for the purpose of designing, planning and developing operating budgets.
- Serves as staff representative for the Human Rights Commission, participating in meetings and conducting administrative duties. May serve as staff representative of other committees/commissions (e.g., Cultural Arts Board).
- Responds to constituents' questions and comments in a courteous and timely manner. Researches complex issues for public explanation.
- Works with senior management to maintain accurate, timely schedules of major projects for City Council and public consumption.
- Coordinates routine insurance claims, working with the City's third party administrators and brokers. May serve on a management committee to review more complex claims and evaluate ways to mitigate risk.
- Develops a portion of a capital improvements program, budget and reporting system in conjunction with various departments or as directed by the City Manager.
- Performs fiscal, statistical, administrative, operational, organization and personnel staffing studies as directed by department management or the City Manager.
- Researches, analyzes and recommends city and departmental policies, and assists in presenting city policies to all departments.
- Develops long-range budget plans in coordination with departmental staff and senior management.

- Coordinates and assists in the application and development of grants programs within all departments.
 - Assists the City Manager with preparation of the Council agenda.
 - Attends meetings of the City Council and other meetings as directed by the City Manager.
 - Completes a variety of reports, and documents by operating a computer and entering data into various programs.
 - Performs other duties as assigned by the City Manager and/or Assistant City Managers. Additional responsibilities may be determined based on organization need or incumbent expertise.
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ENTRY REQUIREMENTS AND SKILLS:

Graduation from an accredited college or university with a Master's degree in Public Administration, and two years of responsible municipal government experience. At the discretion of the City Manager, significant additional experience in a City Manager's Office may be recognized in lieu of the Master's degree.

Knowledge of the principles and methods of public administration. Knowledge of the organization, functions, and problems of municipal government; knowledge of the principles and methods of public finances; ability to analyze administrative problems and present recommendations; ability to speak and write effectively; ability to establish and maintain effective working relationships with other city employees and the general public.

REQUIRED SPECIAL QUALIFICATIONS:

Shall be able to obtain a valid motor vehicle operator's license issued by the State of Iowa.

WORKING CONDITIONS:

- Works in office environment.
 - May be required to attend various meetings after regular working hours.
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PHYSICAL REQUIREMENTS:

- Must be sighted.
- Must be insurable
- Must be able to hear a normal conversation.
- Must be able to speak clearly at normal rate of conversation.