

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** ASSISTANT TO THE CITY MANAGER

Department: Administration	FLSA Status: Exempt
Employee Group: Management and Confidential	Salary Grade: 21
FTE Status: Full Time	Date: January 2019

### General Function:

Performs a variety of complex administrative or program support projects requiring research, compilation, tabulation and basic analyses of factual data as required by daily operations of City Manager's office. Provides assistance to City Manager or other department heads in carrying out special projects, response to citizens and city council requests on behalf of the City Manager, and attending to administrative details as a member of the management team. Work is performed under general direction of City Manager or designee.

### Duties and Responsibilities:

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform.)*

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to the position and positions outside the City organization, citizen advisory groups, neighborhood associations, and the broader community.
3. Oversees the public information function of the City, citizen complaints and City Council requests.
4. Assists the City Manager and members of the City's management staff in monitoring internal and external issues as a member of the management team.
5. May prepare grant applications to other government agencies and private foundations. May prepare intergovernmental agreements (IGA's) on behalf of the City Manager and/or City Council.

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6. May review various management and information updates, and reports on special projects as assigned by the City Manager. Coordinates policies, activities, programs, and special projects on behalf of the City Manager.
7. Represents the City Council and City Manager at various, local, regional and state wide meetings including but not limited to the Chamber of Commerce, local civic and community organizations, regional government meetings and activities of the League of Oregon Cities. May prepare and work closely with the City's lobbyist on the City's position on legislative issues and regional matters.
8. Thorough understanding of local budgeting resources and process with ability to effectively explain budget process to general public. Performs financial analyses and statistical computation for various reports, studies, financial models and cost allocation projects. Prepares and monitors the Administration department budget.

#### SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)*

#### 1) Job Preparation:

##### a) Education:

- i) Graduation from a four (4) year college or university with a degree in public administration, political science, social studies, environmental science, engineering, or related field. One (1) to two (2) years of experience with work concentrated in areas of state or local government management, or related to local government. ~~An MPA~~ master's degree in public administration is preferred, but not required.

##### b) Training:

- i) Specialized ability to assemble, organize and present statistical and factual information derived from a variety of original and secondary sources. Ability to provide effective leadership and coordination in developing solutions and new techniques. Ability to establish and maintain effective working relationships with employees, public officials and the general public. Ability

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to exercise resourcefulness, tact and perspective when interacting on all levels of the City population, including employee population.

Ability to communicate orally and ability to write clear and concise reports, letters and other written materials including speech writing for elected officials and City Manager, if required.

Ability to work collaboratively with the City Manager and City management team to develop strategies for the purpose of implementing City Council goals, objectives, and directives.

- c) Any combination of experience and training which ensures the ability to perform the work may be considered as substitution for the above.

#### 2) Supervision:

Received: Work is performed independently with City Manager providing general direction and supervision.

Exercised: Responsible for the supervision of Administration intern positions. Has direct oversight of the internship program. Oversees ~~Citizen Engagement~~ Community Relations Coordinator and public information function of the City. May be assigned to supervise other staff at the direction of the City Manager.

#### 3) Communication:

Frequent, complex communication with City Council, City Manager, department directors and managers, local civic and community organizations, regional government, City departments, employees and general public.

Position is entrusted with confidential, political, sensitive information and is required to use excellent professional judgment in managing this information.

#### 4) Cognitive Functions:

Considerable knowledge and experience in conducting sound research and preparing of informative written and oral reports resulting from research. Knowledge of research/statistical methods and applications.

Ability to prepare and implement work plans for special projects.

Ability to work effectively with elected officials, staff, other governmental agencies, City boards and commissions, civic organizations, school boards and officials and the general public.

Considerable knowledge of management theories and principles.

Considerable knowledge and experience in the application of fiscal theories and principles.

Consequences of misinterpretation of research and misrepresentation of city government, could result in considerable long term negative impact on the local jurisdiction both politically and organizationally.

Decisions most often made in course of work include those related to the development and implementation of the budget; public information, research, and other special projects, as assigned. Decisions require the exercise of resourcefulness, tact and development of solutions and recommendations of new techniques.

5) Working Conditions:

Work occurs in a general business office environment and at other offices from time-to-time, with minimal physical effort. Maintains a work schedule which includes time outside normal business hours. Required to attend evening meetings. Responsibilities may require some weekend work.

6) Resource Accountability:

This position may be responsible to expend funds designated for special projects, secure facilities and procure supplies and/or food for various meetings or special events.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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Employee Signature

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Date