

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

ASSISTANT TO THE CITY MANAGER

DEFINITION

The Assistant to the City Manager performs a variety of tasks under the direction of the City Manager and Assistant City Manager. The assignments and responsibilities include certain ongoing duties and specifically assigned projects that require experience in administration and the ability to interact with other personnel, members of the public, and the City Council. The Assistant to the City Manager's assignments often involve other City departments and outside governmental agencies. The incumbent serves as a representative of the City Manager's Office and may be assigned responsibilities that relate to both the entire organization and community.

DISTINGUISHING CHARACTERISTICS

This job classification requires the incumbent to perform managerial and administrative work of a highly responsible nature. The person in the position is expected to perform analysis, prepare written and oral reports and presentations, exercise leadership, and establish working relationships with other groups and individuals. The work is performed under the general policy direction of the City Manager and is conducted in accordance with standards consistent with the profession.

EXAMPLES OF DUTIES

Manages complex project studies, gathering and evaluating information and preparing and presenting reports; monitors the city's cable television franchises, including mediating subscriber complaints and enforcing provisions of the franchise agreements with both Comcast and RCN; oversees the local solid waste and recycling franchise and prepares all related reports to the California Integrated Waste Management Board, including annual reports and grant applications.

In conjunction with the Fire Department, coordinates the city's emergency planning and response procedures, including City-wide emergency exercises and emergency response training for City personnel and residents.

Represents the City regionally as a member of: San Mateo County Telecommunications Authority (SAMCAT) Board of Directors; Supervisory Committee of the Peninsula Traffic Congestion Relief Alliance; San Mateo County Emergency

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Coordinators Forum; Solid Waste/Recycling Advisory Committee (City/County Association of Governments of San Mateo County); formulates, recommends, and administers policies and procedures governing special projects; attends a variety of staff, Council, commission, and homeowner's association meetings, and serves as the staff liaison to the City Council's Solid Waste Committee, Cable Television Committee, Shuttle Services Committee and Congestion Management and Air Quality Committee.

Coordinates the dissemination of public information, including writing and distributing news releases, the *FogCutter* newsletter, and creating and managing content on the City's government access cable television channel; serves as the City's liaison to Pacific Gas & Electric, cable, and phone utilities operating within the City, San Mateo County Office of Emergency Services, the California Governor's Office of Emergency Services, and the Federal Emergency Management Agency (FEMA).

Represents the City Manager's Office on the Daly City Web Team; responds to, and seeks to resolve complaints on behalf of the City Manager and City Council; prepares written correspondence or comments for the City Manager and Council as directed; processes film permit applications and coordinates with the Streets Division of the Public Works Department and Police Department for street closures, set security, and public safety; assists the Mayor, City Council, City Manager, and Assistant City Manager with tracking state and federal legislation that may affect Daly City and performs other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, and procedures of public administration as applied to municipal government operations; ordinances, resolutions, and laws pertaining to the operation of the City of Daly City; basic organization and function of public agencies, including the role of the City Council and appointed board and commissions; business letter writing and the standard format for reports and correspondence; computer applications related to the work of the Assistant to the City Manager, including Microsoft Word, PowerPoint, Excel, Outlook Express, Adobe PhotoShop CS, Adobe Acrobat, Adobe InDesign, FrameRate Millennium, and digital video recording and editing software; techniques for effectively dealing with the public and City staff, in person, on the telephone, and through written correspondence; principles of management, supervision, training and employee development and principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.

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Ability to:

Analyze problems and propose solutions; assist and advise on a variety of community outreach issues; communicate effectively in writing, orally, and with others to assimilate, understand, and convey information in a manner consistent with job functions; make presentations to a variety of groups, including elected and appointed officials; interpret and work in accordance with ordinances, resolutions, and laws affecting the City; make sound decisions in a manner consistent with the essential job functions; work in a safe manner, following established City safety practices and procedures; maintain confidentiality regarding sensitive information; use initiative and independent judgment; organize own work, set priorities, meet critical deadlines, and follow-up on issues; and represent the City effectively in contacts with representatives of other agencies, City departments, and the public. Additionally, operate personal computer and its associated application, take notes accurately transcribe notes, and facilitate meetings; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, attend work and perform duties on a regular and consistent basis.

Education:

A Bachelor's Degree from an accredited college or university with major coursework in public or business administration, or related field. A Master's Degree in public administration or a related field is desirable

Experience:

Five years of progressively more responsible community-based experience with a city or county government.

Other Requirements:

Ability to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; lift and carry 35 pound boxes, files, and other materials. Mobility to work in a typical office and/or field setting and ability to travel to different sites and locations.

License:

Possession of a valid Class C California Driver's License.

R: 02/07