CITY OF REDWOOD CITY
ASSISTANT TO THE CITY MANAGER

DISTINGUISHING CHARACTERISTICS
This is a professional level "at will" position that is responsible for providing assistance to the City Manager or the City Manager’s designee. The Assistant to the City Manager may be assigned to general administrative duties or assigned exclusively to special projects of high priority to the City. This position requires strong analytical, financial/budget, administrative, and interpersonal skills in managing assignments and projects. This classification may be assigned supervisory duties.

This is an "at will" classification which means the Assistant to the City Manager serves at the will of the City Manager and may be removed at any time without cause, notice, or right of appeal.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager or the City Manager’s designee.

Responsibilities may include direct supervision of employees as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Works closely with the City Manager, Assistant City Managers, and Department Heads, as assigned, to implement City Council policy directives. Assists and participates in the development, implementation, and reporting of related goals, objectives and policies.

2. Conducts studies, surveys and collects information on complicated operational and administrative problems; analyzes findings and prepares reports of practical solutions for review by the City Manager.

3. Supports annual Council priority setting process and reporting on strategic initiatives.

4. Attends City Council and other Boards and Commissions meetings as appropriate, provides staff assistance and conducts presentations as assigned.

5. May serve as a member of various City and/or County committees.

6. Prepares reports and make presentations to the City Council.

7. May track State and Federal legislation; assists in the evaluation of proposed legislation to determine the potential impact it may have on the City; prepare letters, statements and other lobbying efforts on behalf of the City.
8. Handles inter-governmental and public/private relations as assigned.

9. Develops specific proposals for action on current and future City needs.

10. Manages interdepartmental teams and complex projects, gathering and evaluating information and preparing reports and recommendations.

11. Develops methods to evaluate and measure organizational effectiveness.

12. Represents the City in the community and at professional meetings, as required.

13. Performs other duties as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Principles, practices, and techniques of public administration, including the strategic planning, operations, and functions of a municipal government.
- Administrative principles and methods, including goal setting, program development and implementation, budget preparation and administration and supervision.
- Applicable State and federal laws and regulations.
- Public finance and policy development principles.
- Techniques of management, budget, and/or operations analysis.

**Skill to:**

- Interact effectively with a wide range of community stakeholders, including residents, business, education, non-profit representatives and other governmental agencies.
- Elicit the cooperation of others and negotiate solutions to complex problems.
- Analyze problems and propose solutions.
- Plan, coordinate and direct work and activities of staff.
- Work both independently and as a part of an operations team.
Interpret and implement Federal, State and local regulations and procedures.

Ensure the City's values are carried out throughout the organization.

**Ability to:**

Establish and maintain effective working relationships.

Communicate effectively both orally and in writing.

Analyze complex budgetary, management or operational problems and propose solutions.

Devise effective and efficient operating methods or procedures.

Make sound decisions in a manner consistent with essential job functions.

**EXPERIENCE and TRAINING GUIDELINES:**
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**
Five years of professional experience in municipal public administration.

**Training:**
Bachelor’s Degree from an accredited college or university in Public or Business Administration or a related field. A Master's degree is desirable.

**License or Certificate:**
Possession of or ability to obtain, an appropriate, valid driver’s license.

**Special Requirements:**
Successful completion of an extensive background investigation is required prior to appointment.
Work Environment:
Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with some ability to sit for long periods of time, with prolonged exposure to a computer screen and extensive public contact.

Effective:  August, 1984  
Revised:  February, 2020  
Bargaining Unit:  Unrepresented/Confidential  
Status:  FLSA Exempt