

CITY OF IRWINDALE

ASSISTANT TO THE CITY MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction, performs a wide variety of complex, responsible, and varied professional, analytical duties in providing administrative, analytical, and technical support within the City Manager's Office; plans, coordinates, and participates in various program and administrative operations and activities; serves as liaison between the City Manager's Office and the general public, City staff, appointed boards and committees, community organizations, and other governmental agencies; coordinates assigned activities with other divisions, outside agencies, and the general public.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Conducts complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving City-wide issues, programs, policies, and procedures; selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics.
2. Coordinates assigned services and program/project activities with those of other City programs, functions, departments and staff, boards, committees, and task forces as well as external agencies, groups, and the general public to ensure effective cooperation consistent with optimal efficiency, effectiveness, and economy; assists in the installation of new programs and procedures; develops new and revised programs, systems, procedures, and methods of operation and advises and recommends change and improvements.
3. Performs a wide variety of complex and responsible administrative and professional duties for the City Manager; relieves assigned staff and elected officials of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.
4. Participates in special projects including planning and implementation of special programs and events and complex research of new programs and services.
5. Participates in the development and implementation of goals, objectives, and priorities for assigned functions and programs; recommends and implements resulting policies and procedures.
6. Participates in the development and administration of the department budget; submits budget recommendations; monitors expenditures.
7. Administers, implements, and oversees all aspects of the Home Improvement Program, the First-Time Homebuyer Program, and the Senior Apartment Rental Program; prepares forms, guidelines, and brochures; answers questions and explains programs; reviews and processes applications; coordinates signing of loan documents and recertification process; recommends and implements changes to the programs.
8. Negotiates the acquisition and disposition of properties; prepares agreements for Board consideration; contracts with consultants to conduct appraisals, environmental investigations, and remediation; reviews and presents findings and recommendations.

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9. Oversees administration of the City's Resident Benefit Program; processes and audits invoices; coordinates with the third party administrator; evaluates program and recommends improvements.
10. Performs duties in support of the Housing Authority; reviews and processes subordination requests; counsels program participants; reviews lender submittals and calculates the loan amount; ensures guidelines are met, and prepares documents for signature and recording; communicates with interested parties regarding potential housing projects.
11. Manages the City's Information Technology contract; assesses City needs, communicates with departments, recommends changes, and supervises on site personnel.
12. Performs the full range of duties involved in researching, negotiating, and monitoring assigned contracts and agreements with outside suppliers, service providers, leasing agents, and others; ensures work is performed in compliance with contracts and agreements; processes requisitions, invoices, and purchase orders.
13. Administers the City's website and social media sites; updates content, trains staff, and assists departments with issues.
14. Ensures that assigned program activities and services comply with relevant federal, state, and local laws, policies, and regulations.
15. Serves as staff liaison, participates on, and provides staff support to a variety of committees; completes specific objects; prepares and presents staff reports and other correspondence as appropriate and necessary.
16. Prepares and maintains a variety of records and reports.
17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of public administration including the organization and functions of municipal government.
- Operations, services, and activities of a municipality.
- Government, council, and legislative processes.
- Operational characteristics, services, and activities of the City Manager's Office.
- Principles, practices, and techniques of housing grant and loan administration.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to area of assignment.
- Research methods and procedures.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation.
- Principles and practices of contract negotiation, preparation, and monitoring.
- Finance and accounting systems.
- Principles of business letter writing
- English usage, spelling, grammar, and punctuation.
- Principles of effective public relations.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

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Ability to:

Plan, organize, direct, coordinate, and evaluate assigned programs, projects, events, or technical areas.
Participate in the development and administration of program goals, objectives, and procedures.
Perform the full range of complex and difficult professional analytical, programmatic, and administrative duties involving the use of independent judgment and personal initiative.
Collect, evaluate, and interpret varied information and data.
Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.
Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Develop recommendations for problematic areas and implement and monitor changes.
Prepare clear and concise technical, administrative, and financial reports.
Understand the organization and operation of the City, assigned program areas, and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
Properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations and policies.
Identify and respond to community and organizational issues, concerns, and needs.
Coordinate multiple projects and meet critical deadlines.
Organize and prioritize timelines and project schedules in an effective and timely manner.
Participate in the preparation and administration of budgets.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

Experience:

Four years of increasingly responsible administrative and analytical experience within a local government environment.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites and locations; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and

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twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Ralph Andersen & Associates