

City of San José
CLASS SPECIFICATION

Title: Assistant to the City Manager U (FT/PT) (1683/1682)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
City Manager's Office	Varies	Exempt

CLASS SUMMARY

Under general direction, performs administrative functions of considerable difficulty in executing programs and projects for the City Manager. The incumbent serves as advisor to the City Manager regarding matters related to the administration of the City and ensures execution of directives from the City Manager. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

An incumbent of this classification reports to the City Manager and is responsible for monitoring various complex staff studies involving sensitive community, governmental and interdepartmental relations and requiring considerable public contact as well as a broad knowledge of the City as a whole. Assignments are usually received in the form of general statements of the problem, and the incumbent is expected to plan and complete all necessary work to derive formally recommended solutions. This class differs from all other generalized staff classifications in the City service in that the incumbent of this class conducts complex assignments for City Manager.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

A Bachelor's degree from an accredited college or university in public administration, business administration, or a discipline related to the business performed by the department, AND six (6) years management and/or administrative experience in government or private business/industry. A Master's degree is preferred and may be substituted for one (1) year of the required experience.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills, and Abilities

(Needed at entry into the job in order to perform the essential duties.)

Knowledge of:

- The principles of public administration.
- The principles of organization, administrative and public finance.

Ability to:

- Communicate well in both written and oral form.
- Compile, organize and summarize statistical, economic and highly technical data.
- Prepare clear and concise reports.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- The principles, and practices of supervision.

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- The principles, and practices of planning and programming in the City of San Jose.
- The organization, function and processes of the City of San Jose.

Ability to:

- Quickly identify the key issues related to a decision and recommendations.
- Understand all facets of local government.
- Make difficult and complex decisions and to develop consensus.
- Perform under high levels of stress and with constant time limitations.
- Delegate effectively and encourage development of key staff throughout the organization.
- Analyze problems, create solutions and motivate others to adopt effective courses of action.
- Stimulate and motivate individuals and groups to achieve desired goals.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:

- Coordinates activities and provides information and staff reports to assist City Council members in serving as members of City task forces, legislative committees and fulfilling other intergovernmental responsibilities. Provides staff support for City Council members in their activities involving the Intergovernmental Council, League of California Cities and National League of Cities.
- Coordinates activities and provides staff support to Council Committee on Administrative Services.
- Monitors and analyzes pending legislation affecting the City. Ensures that City Council and Administrative Services Committee are aware of contemplated legislation that may affect policy or operations. Coordinates development of City position with guidance from Council, City Manager, and various departments and ensures position is communicated to City legislative delegation.
- Develops the capability to oversee the performance of the organization in meeting the City's goals and in carrying out specific directives of the City Manager.
- Develops and coordinates special programs such as those for disabled persons.
- Develops and ensures the coordination of a City—wide Affirmative Action Plan/Program with all City departments, advisory boards, Civil Service Commission, community based organizations and other public agencies.
- Provides guidance and assistance to department Directors, and Department Affirmative Action Officers to ensure the implementation of the City's Equal Employment Opportunity policy applicable to their areas of responsibility.
- Directs the investigation and provides for resolution of complaints of discrimination; analyzes personnel and management patterns and practices impacting upon individual complaints of discrimination; responds to complaints of discrimination filed with State and Federal agencies.
- Establishes and maintains liaison with a diversity of individuals, community groups and organizations to ensure that the City's programs are effectively accomplished.
- Provides coordination and oversees programs of a City—wide nature encompassing several departments. Analyzes and develops solutions for special problems and planning projects as assigned by the City Manager. Determines and directs pilot programs to test feasibility for potential new projects.
- Studies City organizations, operations and services to make recommendations to improve quality. Carries out special studies, investigations and prepares reports and recommendations to the City Manager.
- Resolves major problems which are confidential, controversial or of major significance to the organization.
- Meets with citizens groups, legislative bodies and the general public to explain current and future City projects. Represents the City Manager as assigned; meets the public, businesses, professional

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and industry groups; resolves complaints; prepares and delivers talks; attends meetings and conferences.

Typical End Results Include: Ensuring that City Manager directives are carried out; providing input for more effective and efficient organizational structure so that the administration can accomplish its goals and objectives; developing the City's position on or response to pending governmental or intergovernmental legislation and issues; the effective initiation and utilization of grant funds for City projects and programs; the effective staff support of appropriate Council committees. Developing and revising the Citywide Affirmative Action Plan/Program; investigating and resolving discrimination complaints, and researching and analyzing existing patterns and practices of employment to develop and recommend procedures which contribute toward a non-discriminatory work environment. Developing more effective new programs throughout the organization; researching and analyzing programs or problems Citywide. Actions that achieve increased responsiveness of the City Manager's Office to citizens and business groups.

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY *Created 07/80, Rev. 01/86, Rev. 09/99, Rev. 06/17 (addition of a PT job code), Rev. 03/18; 1683s003/1682s000*