

CITY OF COVINA

ASSISTANT TO THE CITY MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, assists the City Manager in the analysis and solution of municipal problems, with particular emphasis on citywide administrative programs, policies and procedures; manages the Information Technology Division; performs responsible and complex administrative work; directs or conducts special surveys; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Assistant to the City Manager** is an administrative management level class, which assists the City Manager and the Assistant City Manager in conducting special studies related to administrative issues. The incumbent manages the Information Technology Division. Incumbents are expected to operate with a great deal of independence and sensitivity to issues. This class is distinguished from the next higher classification of Assistant City Manager, which provides day-to-day operational management and coordination of departments in assisting the City Manager.

SUPERVISION RECEIVED/EXERCISES:

Receives administrative direction from the City Manager and/or Assistant City Manager. Exercises direct and indirect supervision over assigned professional and support function personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for all Information Technology Division activities and services, including planning and supervising a comprehensive citywide information system.
- Participates, as assigned, in the development and implementation of goals, objectives, policies and priorities for citywide government and the City Manager's Office.
- Conducts studies, surveys and the collection of information on difficult operational and administrative problems; analyzes findings and prepares reports of practical solutions for review by the City Manager and Assistant City Manager; manages special projects and develops community coalitions.
- Plans, directs, assigns and coordinates the Information Technology Division's work plan through appropriate department staff; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Coordinates the selection and training of Information Technology personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline

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procedures as appropriate; assigns work to assigned staff and personnel; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures.

- May be assigned to coordinate assigned programs of the City Manager's Office with City departments and divisions and with outside agencies; assists in the installation of new programs and procedures.
- Assists in the coordination and preparation of the citywide budgets, funding mechanisms and budget control activities.
- Represents the City in City Council meetings, special commissions and boards, the community at large, and at professional meetings as required.
- Analyzes, interprets and applies policies and procedures within assigned areas and for the City government as a whole.
- Conducts special investigations and organizational reviews as directed by the City Manager or Assistant City Manager.
- Relieves the City Manager and Assistant City Manager of administrative detail.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Assistant to the City Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of administrative or managerial experience in a public administration setting, including two years of as an Administrative Assistant or Analyst, and a bachelor's degree in public administration, business administration or a related field. A master's degree is highly desirable.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles and practices of municipal administration, organizations and functions; current social, political, and economic trends and operating problems of municipal government; principles and practices of municipal budgeting and finance; principles and practices of information technology and computer systems; local and state legislative processes; principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Provide effective leadership and coordinate a variety of assigned program activities, including the Information Technology Division; research, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner; prepare and analyze a budget; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.