

City of Cottage Grove
Job Description
ASSISTANT TO THE CITY MANAGER

Department: City Manager	FLSA: Exempt
Reports to: City Manager	Representation: Non-Rep
Pay Range: 28b	Date Adopted: January 12, 2021

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

The Assistant to the City Manager is a position with internal and external visibility requiring excellent interpersonal, organizational, and verbal and written communication skills. The position reports directly to the City Manager but will also work with other City departments. The position conducts analyses and makes recommendations on a wide-range of municipal programs, operations, services and policies. Resolves highly sensitive and complex issues. Coordinates or serves as the City Manager's liaison to a variety of interdepartmental and multi-organizations teams. Functions as a member of the City Manager's management team. Does related work as required.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

The Assistant to the City Manager involves highly responsible, operational and professional work in assisting the City Manager's office. Primary responsibilities include coordinating citywide communication efforts, compiling information and statistical data, preparing reports, reviewing and analyzing operational activities, policies and procedures, managing special projects and coordinating specific programs, assisting the implementation of new programs, systems or procedures and responding to resident inquiries.

Work is performed under the general direction of the City Manager who reviews work primarily on the basis of effectiveness and results obtained. May supervise Department heads or office staff as assigned on specific projects.

ESSENTIAL FUNCTIONS:

1. Manages citywide projects, programs or operations as assigned and facilitates meetings, trainings and/or attends other conferences as needed to complete assignments.

2. Works closely with City Manager, City Recorder, Department Heads, City Council and other City employees on routine matters, special projects, committees, legislative issues and resident inquiries.
3. Represents City Manager's office in working with other governmental officials, agencies, committees, commissions, community groups, clubs and civic organizations.
4. Works with residents requesting service or making complaints in person, by phone or in writing. Follows up with appropriate staff to ensure communication with citizen.
5. Supervises staff in assigned areas of responsibility, including prioritizing work, evaluating individual and team performance, monitoring progress on reports and projects.
6. Supports City-wide communication efforts and assists in developing a strategy that ensures that content is effective, straightforward, honest, professional and fair highlighting the messages and priorities of the City Council.
7. Monitors and evaluates web and social media communications. Assists in maintaining or improving the tone, look and feel of digital content.
8. Provides the support directly to the City Manager by serving as a liaison on major projects.
9. Provides research and support to the City Manager to evaluate, develop and implement programs, policies and procedures to assure the effective and efficient operation of the City in compliance with directives from the City Council, City Manager and federal, state and local laws.
10. Assists with preparation of departmental annual budgets; reviews and monitors expenditures to remain within established budgetary constraints.
11. Plans and establishes departmental short-term and long-range goals and objectives and reviews progress.
12. Ensures compliance with and follows all safety regulations and procedures.
13. Maintains open communication with the City Manager.
14. Prepares and/or reviews reports and maintains records.
15. Obtains and administers grants.
16. Prepares written reports of findings and recommendations; communicates related information orally and in writing.
17. Participates as a member of the City's management team in the consideration of general City policies, risk management, programs and problems.

IMPORTANT FUNCTIONS:

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements described here 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 the essential functions.

In the performance of job duties, the employee is required to sit, stand, communicate, discern alarms or notices, stoop, kneel and crouch. Attend meetings for prolonged periods of time. Manual dexterity and coordination are required while operating equipment such as computers, cell phones, handheld devices, radios, multi-line phones, calculators and standard office equipment.

More than 80% of the work occurs in usual office working condition where the noise level is typical of most office environments. The remaining 20% of work can be expected at public meetings or onsite meetings, job sites or other areas some with uneven terrain, machinery, construction equipment and higher noise levels generally associated with machinery and equipment.

JOB SPECIFICATIONS:

Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.

Education & Experience:

1. A minimum of three years of increasingly responsible experience managing or supervising operations, programs, budgets and services preferably in municipal or public sector environment is required. Must have ability to understand and carry out oral and written instructions, policies and rules in order to do job effectively and be able to complete forms and reports as required by the position.
 - a. Bachelor's Degree in, Public Administration, Business Administration or related field is required a Masters in Public Administration is preferred.
 - b. Any equivalent combination of education and experience.

Knowledge, Skills and Abilities:

1. Excellent communication and facilitation skills, including the ability to address large formal and informal groups and facilitate public processes. The employee communicates effectively both verbally and in writing with supervisors, colleagues, and individuals inside and outside the organization.
2. Excellent leadership, interpersonal, judgment and organizational skills.
3. Ability to maintain and promote effective working relationships with and between coworkers, the public, elected officials and other agencies.
4. Excellent conflict resolution skills and ability to manage controversial situations.
5. Skilled in use of digital communication platforms, website management, social media and video presentations.
6. Knowledge of safety standards, practices and procedures applicable to area of assignment.
7. Knowledge of and ability to read and implement applicable federal, state and local laws, ordinances, policies, administrative rules or regulations.
8. Knowledge of local budgeting, governmental accounting and recordkeeping requirements.
9. Knowledge of grant administration, budgeting, recordkeeping and reporting requirements.
10. Ability to write and successfully obtain federal, state and private grants.
11. Ability to write and process through adoption local plans, ordinances and resolutions.
12. Ability to read and understand organizational policies and manuals.
13. Ability to work independently in the absence of supervision.
14. Ability to supervise and provide direction in a multi-task environment.
15. Ability to work as a team member.

16. Ability to use computers, laptop and related software associated with City operations.
17. Ability to perform the essential functions of the job.

Special Requirements and Certifications:

1. Must possess a valid Oregon driver's license or ability to obtain one within six months. Employee must maintain a safe driving record while employed with the City of Cottage Grove.
2. Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record.