ADMINISTRATIVE ASSISTANT-
CITY MANAGER'S OFFICE

Definition:

Under general supervision of the Deputy City Manager, performs a wide variety of administrative and public information tasks in coordination with multiple City departments and outside public agencies.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Meets and corresponds with various citizen, professional, business, non-profit, and other groups to answer questions and secure their help in carrying out various programs.
2. Assists with website development and maintenance.
3. Keeps the community and Council informed of relevant and timely city information through a variety of forms of written and electronic communication including creating and writing press releases, articles, brochures, posters, direct mail pieces, enews alerts, social media and other community communication.
4. Assists in the development of City print and social media communications.
5. Assists in the research and analysis of legislation.
6. Coordinates various community special events and assists City Council and departments with special projects and programs as assigned.
7. Assists with the preparation and submission of grant applications, funding requests, and reports for grants administered by various departments.
8. Assists in the administration and fielding of public concerns related to the City's public utility providers, cable television, and waste hauling franchises.
9. Assists in the preparation of City Council agenda reports
10. Represents the Deputy City Manager at various community meetings as required
11. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Principles and practices of public administration and municipal government.
- Municipal operations.
- Principles underlying the laws and regulations of the municipality.
- Public administrative research methods, techniques, and report presentation.
- Professional writing techniques.
- Relevant mathematical principles and functions.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.

- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

- Understand City programs and resources available to resolve municipal problems.
- Communicate with customers, clients, and the public in face-to-face, one on one and groups meetings and over the phone.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policy.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information on a variety of programs and services.
- Maintain relevant program records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Bachelor's degree from an accredited college or university with major course work in public administration, business, political science, communication or a related field, and one year of relevant experience. Master's degree is desirable. Municipal experience preferred.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings and on weekends.