



COUNCIL AIDE- CITY MANAGER'S OFFICE

Definition:

Under general supervision of the City Manager, to perform a variety of highly responsible, confidential, and complex, secretarial and administrative duties in support of the City Council; to assist in planning, organizing, and coordinating support activities, operations, and functions related to the City Council; and to provide general information and assistance to staff and the general public on topics related to the City Council.

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. Attend to and process administrative details not requiring the immediate attention of City Council members; including independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.
2. Perform responsible and difficult secretarial and administrative work involving the use of independent judgement and personal initiative to assist in the processing, scheduling and completion of administrative operations for the City Council.
3. Answer questions and provide information where judgement, knowledge and interpretations are utilized, especially in the proper handling and maintenance of confidential information or files, resolving complaints and referring callers to the appropriate source when necessary.
4. Prepare information needed in administrative decisions and in facilitating the implementation of City policies and programs, including the research and preparation of a variety of fiscal, statistical, and administrative summaries and reports.
5. Coordinates and attends various community special events and assists City Council with special projects and programs as assigned.
6. Performs other related duties as required by the City Manager.

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.
- Principles and techniques used in dealing with the public.
- 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.
- General understanding of social media platforms and other relevant forms of community outreach.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policy.
- Understand and navigate a politically sensitive environment.
- 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. 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.