



Job Title: **Assistant to the City Manager**

Department: **City Manager's Office**

Date: March 18, 2020

Exempt

FLSA Exemption: Administrative

Job Reports To: City Manager

Pay Grade: 23

Full Time / Benefited

Job Description

Summary/Objective Under general direction of the City Manager, to serve as an integral member of the Executive Management Team responsible for providing leadership support to the City Manager by planning and recommending organizational policies and performance strategies; to provide a variety of specialized complex administrative and management analysis to support decision-making and strategic direction; to participate in the oversight of City departments, functions, and programs as assigned; and to perform related duties and assignments as required.

Supervision Received and Exercised Receives general direction from the City Manager. May exercise general direction over professional level staff, and general supervision over para-professional, technical and clerical staff as assigned.

Essential Job Functions The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

1. Participates with City Manager and Deputy City Manager in framing the City Council's vision and strategies for accomplishing organizational initiatives; and advocates City, Federal, State, and regional cooperation where opportunities exist to further the City's and region's goals.
2. Represents and supports the City Manager with all forms of public information dissemination, including but not limited to person to person, website, electronic newsletters, and the City's social media platforms.
3. Represents the City Manager at public meetings; monitors pending items list and keeps the City Manager informed about projects and issues of importance to Council and management team; provides City Manager with accurate and timely information to support decision-making and policy direction and implementation.
4. Provides direct oversight of programs and operations of assigned departments, including developing department budgets, and administering expenditures for major

programs and projects, including but not limited to, Social Media/Public Information, and Community Outreach Programs.

5. Create and administrate the City's Community Outreach Programs Division within the City Manager's Office, which may include, but is not limited to the following components:
 - a. Partner with San Jacinto Sherriff's Department Public Oriented Police (POP) Team to assist in addressing concerns/needs of the community.
 - b. Partner with local church organizations to create a network of assistance inside the City limits.
 - c. Liaison to the County of Riverside's Continuum of Care.
 - d. Be an active member of 3rd District Board of Supervisor's Task Force.
 - e. Liaison to WRCOG City Manager Task Force.
 - f. Partner/Connect with the San Jacinto Union School District on appropriate forums, programs, etc.
 - g. Partner/Connect with the Mt. San Jacinto College Education Foundation and partner on appropriate forums, programs, etc.
 - h. Create and deliver marketing information to the City's business and residential community regarding how to help.
 - i. Create and deliver connection cards to the business community regarding how to help.
 - j. Creation and administration of the City's webpage for Community Outreach Programs.
 - k. Perform outreach to community based organizations to create a useable database of assistance performed locally and regionally.
 - l. Develop a City webpage to provide information to the business and residential community.
 - m. Update the City of San Jacinto's Emergency Operations Manual for those affected by homelessness.
 - n. Monitor, research and apply for applicable grant funds to support the program.
 - o. Monitor, research and provide information relating to legislative items regarding the program; provide information on positions for the City Manager to deliver to the City Council.
 - p. Develop a "strike force" of active business and community members to assist in developing, reviewing, recommending, and delivering a strong program to the community.
 - q. Creation of the Healthy Cities program.
 - r. Pursue grants regarding those affected by homelessness, Healthy Cities and community gardens.
 - s. Track legislation regarding those affected by homelessness.

6. Promotes innovation, critical thinking and creativity in developing approaches and solutions to City needs; empowers all levels of staff to be proactive and participatory; promotes, encourages and leads collaboratively in seeking new ways to share resources, ideas, and best practices in order to optimize service delivery organization wide.
7. Conducts research and special projects and assures implementation of programs developed and initiated by the City Manager and City Council; may direct the development of programs to address citizen needs to include citizen involvement; coordinates with Department Heads or other appropriate parties to respond to citizen inquiries.
8. Conducts complex, sensitive and confidential administrative, operational, management analyses, studies, and research projects including those City-wide issues, programs, policies, and procedures; selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics.
9. May attend City Council meetings, study sessions, and workshops; researches, responds to and prepares correspondence; performs necessary follow up and communicates with City management on sensitive and confidential issues.
10. Serves as management liaison to various boards, committees, and citizen advisory groups, as assigned.
11. Consults with City Manager, Deputy City Manager, or Department Head(s) in solving administrative issues.
12. Supervises, trains, and evaluates professional, para-professional, technical, and clerical personnel; makes effective recommendations regarding promotion, transfer, and disciplinary action of assigned personnel.
13. Responds to complaints and requests for information on behalf of the City Manager.
14. Assume responsibility for ensuring duties of the position are performed in a safe, efficient manner.
15. Performs other duties as assigned.

Other Job Related Duties Performs related duties or responsibilities as assigned.

Conformance Statement

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.

- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

Competencies

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.
4. Accuracy & Financial Management
5. Project Management.
6. Personal Effectiveness/Credibility.

Qualification Guidelines

Any combination of experience and training that would provide the required knowledge and abilities to qualify. A typical way to obtain the knowledge and abilities would be:

Education Bachelor's Degree in Public Administration, Business Administration, Social Services, or related field desirable. Master's Degree highly desired and preferred.

Experience Five (5) years of professional experience in one or more of the following fields: municipal or county government, private sector hospital/medical associated sector, community outreach program planning and development, including project management responsibilities; or an equivalent combination of education and experience that demonstrates the ability to perform the duties of the position.

Desirable Website development, social media, public information office and/or grant writing experience. Bilingual a plus.

License / Certificate Possession of a valid Class C California Driver's License with a safe driving record is required.

Condition of Employment

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

Pre-Employment

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation which includes finger printing and a Department of Transportation pre-employment drug/alcohol test.

Knowledge, Skills & Abilities

Knowledge of:

- Principles and practices of program development and administration.
- Public relations, marketing, publicity, promotion and community outreach.
- Community based prevention & education program and policy development.
- Research methods and statistical techniques and applications.
- Effective business communications; research techniques and methods; report presentation techniques; and professional presentations.
- Modern office practices, methods, computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Business computer applications, related to statistical analysis and data management; statistical/comparative analysis techniques and formulae.
- Public administration policies & procedures; City's personnel rules & regulations.
- The use English to communicate in person, over the telephone, and in writing.
- Safe driving principles and practices.

Ability to:

- Participate in the development and administration of community outreach goals, objectives, and procedures.
- Perform program management work involving the use of independent judgment and personal initiative.
- Understand and carry out oral and written instructions.
- Analyze complex administrative, programmatic, operational and financial problems, evaluate alternatives and reach sound conclusions.
- Prepare clear and concise reports, correspondence, policies, procedures, presentations, and other written materials.
- Develop posters, fliers, brochures and other promotional and educational documents to inform the public of applicable programs.
- Organize and prioritize a variety of projects in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Communicate clearly, concisely and effectively, orally and in writing; use tact, discretion and sensitivity in dealing with sensitive situations.
- Effectively present information and respond to questions from Council, boards, committees, outside groups and organizations, and the general public.
- Demonstrate awareness and appreciation of the community's cultural diversity.

Skill to:

- Manage and monitor complex projects, on-time and within budget.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances.
- Conduct research projects, evaluate alternatives, make recommendations, and prepare effective technical staff reports.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of performing job duties.
- Work effectively with community organizations involved in community outreach, human services and rehabilitation services programs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Operate office equipment; including computer and software applications.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Working Conditions, Mental and Physical Demands

The physical demands herein 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 these essential job functions.

Work Environment

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, regularly operate a motor vehicle to transport self to various City meeting sites; vision abilities required include close vision and the ability to adjust focus to

read and operate office equipment as necessary, vision to read printed materials and computer screen during the course of the work assignments; and hearing and speech to communicate in person, before groups, and over the telephone.

At times works in an office environment with moderate noise levels, controlled temperature and no direct exposure to hazardous substances. May interact with upset public or community members in developing, interpreting and enforcing City outreach programs.

Physical Demands

This is, at times, a sedentary office classification although standing and walking between work areas is often required. During outreach activities, standing and walking may be required for hours at a time. Occasional need to bend, stoop, kneel, reach, push, and pull are required. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

While performing duties, an incumbent is regularly required to sit; talk or hear, in person and by telephone; use hands and finger dexterity to handle, feel or operate standard office equipment; and reach with hands and arms. Incumbent is regularly required to use written and oral communication skills; read and interpret data, narrative and statistical information; analyze and solve problems; use math and apply reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines; interact with staff, community members, businesses and organizations encountered during the course of community outreach work.

Essential Mental Functions

Regularly required to use written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; interact with City staff.

Be able to make quick decisions, provide guidance and direction to others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data, and be able to add, subtract, multiply and divide.

Supervisory Responsibility

This position has supervisory responsibilities and may exercise general direction over professional level staff, and general supervision over para-professional, technical, and clerical staff as assigned.

Expected Hours of Work/Work Schedule

Monday – Thursday 7:00 AM – 6:00 PM (4x10 work week). The position must be available to attend evening and weekend meetings as well as respond to emergency situations.

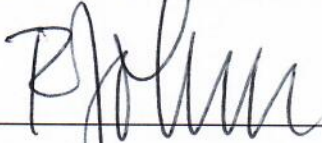
Travel

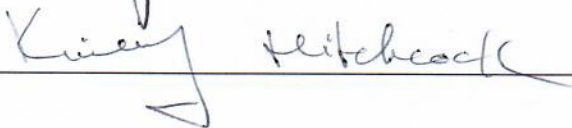
Regular, local travel is expected for this position. Occasional out of town travel for conferences, workshops, and various training opportunities is likely.

Disclaimers and approval

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 3/24/2020

HR  Date 3/25/2020

Disclaimers and approval

This job description is not a contract between the employee and the employer. The employer may change the job description at any time and the employer may request the employee to perform additional duties.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____