

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: **ASSISTANT TO THE CITY MANAGER**

REPORTS TO: **City Manager** **TYPE: Mid-Management; Non-Bargaining**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

The Assistant to the City Manager is a full-time at-will position serving at the pleasure of the City Manager. This position plans, organizes, implements, and evaluates economic development, affordable housing projects, community programs and outreach, citywide goals and special projects. This work requires highly-developed communication skills, considerable independent judgment and initiative in combining a broad scope of customer service, administration, professional planning, economic development and housing knowledge and sophisticated, analytical judgments in order to solve a variety of problems. The incumbent must also have a detailed knowledge of the workings of City government, economic development, community outreach and community development activities. Responsibilities include administration of, coordinating, implementing, evaluating, funding and reporting on significant City programs and projects. The position provides professional oversight in a variety of human resources program areas including classification and compensation, safety, salary and benefits administration, employee development and equal employment opportunity under the direction of the City Manager and in compliance with state and federal regulations, City policies and adopted Human Resources Rules and Regulations. The incumbent is expected to demonstrate technical competence in the assigned areas, to work as a team member and to exercise independent judgment in a number of confidential and sensitive assignments.

ESSENTIAL FUNCTIONS:

Constant sitting in office chair, keyboarding and visual contact with computer terminal; frequent walking, standing, writing, bending, and reaching; occasional lifting of items weighing less than 30 pounds, 20/20 vision (corrected), hearing ability adequate to take minutes of meetings, ability to speak and instruct articulately, reaching and lifting above shoulders, carrying boxes of materials from one building to another, driving a motor vehicle, regularly climbing two flights of stairs.

Frequent mental alertness and attention to detail while setting priorities, meeting critical deadlines and following up on assigned tasks. Must possess effective written/oral communication and interpersonal skills with ability to deal with all levels of personnel and the general public in a professional and effective manner. Must provide effective leadership, problem solving, exercise discretion and independent, sound judgment within policy guidelines, communicate in English effectively both orally and in written form, and read and understand Federal and state laws and regulations and applicable technical information. Designs, plans and directs projects with citywide impact. Ability to work weekends, evenings and long hours.

FAIR LABOR STANDARDS ACT EXEMPTION:

The incumbent of this position spends more than 50 percent of their time as a mid-manager performing office work directly related to management policies or general business operations. The incumbent

JOB TITLE: ASSISTANT TO THE CITY MANAGER

customarily and regularly exercises discretion and independent judgment. This position is, therefore, “exempt” under the Fair Labor Standards Act as an “Executive Employee.”

TYPICAL DUTIES AND RESPONSIBILITIES:

Essential duties may include, but are not limited to, the following:

- Facilitates and coordinates multi-departmental issues, projects, and concerns to ensure a comprehensive approach to managing City programs in the most effective and efficient way.
- Facilitates, leads and/or participates in meetings and committees; represents the City Manager’s Office and/or City at meetings and conferences, serves as liaison between departments, external organizations, the general public and other agencies.
- Organizes, facilitates and participates in community meetings as necessary. Identifies problems, conducts research, analyzes data, and makes recommendations on a variety of administrative, fiscal, policy and operational issues.
- Responds to and resolves sensitive and complex community inquiries and complaints.
- Leads in developing projects/programs for economic development and the development of affordable housing throughout the City.
- Implements housing projects and programs, including planning for and implementing programs outlined in the Housing Element of the City’s General Plan; serves as project manager in the development and implementation of various affordable housing projects from conceptual design through implementation.
- Implements economic development projects and programs, including planning for and implementing programs outlined in the City’s Business Development, Economic Development & Housing Development Incentives Policy Manual, as updated and modified over time.
- Produces analytical studies, including collection and analysis of data, evaluation of alternative courses of action, and the preparation of sound recommendations and effective narrative and statistical reports.
- Prepares and presents written staff reports with recommendations and findings to decision-making bodies such as City Council, Planning Commission, and various Council Committees.
- Stays current on issues relative to the field of municipal management, pending legislation at the state and federal level, economic development, fiscal policy, affordable housing and human resources.
- Works with committees, for-profit and non-profit organizations, which provide housing and economic development projects and services in the region.
- Works to establish and implement new economic development initiatives in Fort Bragg.
- Organizes, writes, and coordinates grant applications and supporting materials (such as site plans, letters of support, project budgets, etc.) in response to requests for proposals, and grant opportunities; coordinates the work of others who may assist in the application process.
- Facilitates and coordinates multi-departmental issues, projects, and concerns to ensure a comprehensive approach to managing City programs in the most effective and efficient way.
- Assists with investigations and resolution of employee requests, complaints and/or grievances.

JOB TITLE: ASSISTANT TO THE CITY MANAGER

- Prepares written reports, memorandum, letters, resolutions, policies and instructional material.
- Attends a variety of staff, Council and Committee meetings.
- Implements and oversees special projects that meet the goals of the City Council and the City Manager.
- Performs other related duties and responsibilities as assigned.

MATERIALS, EQUIPMENT AND TOOLS:

Personal computer terminal, keyboard, and programs such as, but not limited to, financial and budgeting software, Microsoft Office, telephone, calculator, and copier.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of local government programs, organizational structure and financial and administrative relationships with the state and federal government.
- Personnel and Human Resources policies, regulations and federal and state law.
- California legislative processes.
- Economic development principles, practices, and techniques; current trends in regional and national redevelopment.
- Affordable housing development, financing, feasibility analysis, rehabilitation loan programs, etc.
- Federal funding programs for economic development and affordable housing, California redevelopment law, City policies and ordinances, City zoning and sign codes, site plan review methods, urban design principles, development methods for redevelopment programs, and City planning and zoning processes.
- Research and analysis methods and techniques; statistical and financial analysis techniques.
- Principles of developing, and implementing administrative policies and organizational structure analysis.

Ability to:

- Conduct analytical studies and surveys. Prepare analytical reports and critiques of both policy and administrative matters. Analyze situations accurately and adopt an effective course of action. Compile and analyze relevant information and draw valid conclusions to develop recommendations to resolve issues.
- Communicate effectively both orally and in writing. Prepare and present public presentations before decision-making bodies.
- Organize workload to ensure responsibilities are carried out in a timely manner.
- Plan, organize, manage, direct, supervise and evaluate the work of subordinate staff.
- Mediate and resolve conflicts and disputes in all areas of the City's operations.

JOB TITLE: ASSISTANT TO THE CITY MANAGER

- Work independently and exercise sound judgment.
- Identify and implement City priorities.

REQUIRED EXPERIENCE/EDUCATION

Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, Economic Development, Planning, Real Estate, or a related field.

Five (5) years progressively responsible work experience on projects and programs in economic development, redevelopment, affordable housing development, urban planning, economics, and/or business assistance.

DESIRABLE EXPERIENCE/EDUCATION:

Master's Degree from an accredited college or university in one of the fields outlined above, membership in related professional organizations, and/or two additional years of related experience.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*
