

ASSISTANT TO THE CITY MANAGER/ECONOMIC DEVELOPMENT MANAGER

Definition:

Under general administrative supervision provides highly responsible and complex professional administrative work while assisting the City Manager on a variety of sensitive, difficult and complex operational and administrative matters; performs a variety of special projects and oversees economic development programs/projects, public information and city clerk services; responds to a variety of inquiries directed to the City Manager's Office; and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Analyzes administrative and operational problems and procedures and recommends alternatives/revisions/action.

Prepares reports, memoranda, agreements, resolutions and other documents.

Tracks and analyzes legislation, prepares reports concerning the impact of potential legislation and the annual legislative platform.

Attends a variety of meetings and civic functions.

Acts as the City Manager's delegate/staff liaison to meetings of City management and staff, commissions, committees and other organizations as needed.

Acts as the City representative on major projects affecting City government and/or citizens; coordinates special projects as designated by the City Manager.

Negotiates highly complex contracts and solutions on a variety of special projects; participates in the preparation and monitoring of program or special project budgets.

Coordinates and participates in providing responsible staff assistance to the City Manager, City Council and other City boards and commissions as assigned.

Manages the City's economic development program and implementation of the Economic Development Element of the Fullerton Plan.

Manages exploration and integration of appropriate grants for the City's economic development programs.

Performs technical analysis and interpretation of pertinent economic development opportunities.

Receives, investigates and responds to difficult, complex and sensitive citizen inquiries and complaints.

Participates and assists in City Council activities as needed.

Selects, trains, supervises, evaluates and provides direction to assigned staff.

Coordinates projects with other divisions and departments as applicable.

Participates in the preparation of a wide variety of studies, reports, contracts, agreements, agenda letters, correspondence, resolutions and ordinances.

Participates in meet-and-confer activities as assigned.

Makes oral and written presentations including City Council presentations and presentations to community and professional groups.

Prepares the City Manager's Office budget and administers the expenditure of funds.

Operates a personal computer and uses applicable software.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Drives a vehicle on City business.

Class Characteristics:

Assistant to the City Manager/Economic Development Manager is a single incumbent Confidential/Nonrepresented class. The incumbent is responsible for providing sensitive, difficult and complex staff assistance to the City Manager, has broad responsibility for the implementation and management of the City's economic development plan, and exercises initiative over a variety of issues.

Contacts and Relationships:

The Assistant to the City Manager/Economic Development Manager has continuing contact with the City Manager, City Council Members, City department/division heads and other City staff. Additional contact will occur with governmental agencies and a variety of groups and their representatives including local and non-local businesses and the media. Contact with the public will occur during activities, events and via a variety of inquiries.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles, practices and techniques of public administration, organization and management including budgeting methods and procedures.

Operational characteristics, services and activities of municipal government including economic development and its components.

Municipal government structure, practices and policies.

Methods of research and analysis.

Principles, practices and techniques related to the City Clerk function.

Principles of public and media relations

Federal, state and local laws, codes and regulations as they relate to areas of responsibility

Effective management and supervisory techniques.

Current trends in public administration.

Customer service, negotiation and conflict resolution techniques.

Methods of making effective oral and written presentations.

Contract administration related to area assigned.

Computer applications related to area assigned.

AND

Ability to:

Manage, direct and coordinate the work of professional, technical and administrative support personnel.

Recommend and implement goals, objectives and practices for providing effective and efficient municipal services.

Conduct independent, professional research and analysis and draw effective conclusions.

Adhere to multiple deadlines and handle multiple projects.

Maintain the confidentiality of sensitive data.

Interpret and apply the policies, procedures, laws, codes and regulations pertaining to areas of responsibility.

Negotiate and develop contract terms and conditions.

Communicate effectively orally and in writing and make oral presentations.

Municipal budget development.

Understand and carry out oral and written instructions and use initiative and independent judgment.

Establish and maintain effective relationships with those contacted in the course of work.

Develop and implement special City-wide programs as assigned.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education:

A bachelor's degree in management, public administration, business administration or a related field from an accredited college or university.

AND

Experience:

Six years of recent, progressively responsible experience at the staff analyst/assistant or higher level in a public sector setting to include some lead or supervisory experience.

Special Requirements Include:

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work flexible and extended hours to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Assistant to the City Manager/Economic Development Manager file financial disclosure statements in accordance with state and local laws.

Per California Government Code §§3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Other:

A graduate degree or some completed graduate level coursework in management, public administration, business administration or a related field from an accredited college or university is preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and in community field work settings. Office work requires sitting for prolonged periods of time and the use of a computer keyboard and screen. When on-site, the incumbent may occasionally be exposed to a variety of products/chemicals used in manufacturing. The incumbent stands, walks, climbs stairs, reaches, bends, twists, grasps lifts and carries items weighing 30 pounds or less. The Assistant to the City Manager/Economic Development Manager drives a vehicle on City business. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Revised June 1995

Revised July 2004

Revised October 2015 with Title Change