



City of Lake Oswego, Oregon

Job Description

ASSISTANT TO THE CITY MANAGER

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 570

Job Code: 2031

Summary

Under general direction, assists, advises and represents the City Manager and City management staff in assigned external and internal matters, provides complex and analytical professional and administrative support in supporting the City's mission and goals, provides leadership for assigned internal and external committees, special projects, and supervises city staff as assigned by the City Manager. Focus areas may include economic development, redevelopment, urban renewal, capital projects and/or public affairs. May act as a liaison to the media, community members, public officials, and City staff. The Assistant to the City Manager position is classified as a Management employee.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Assists the City Manager and members of the City management staff in monitoring internal and external issues and serves as a member of the City's management team. Works as a project manager on projects as assigned by the City Manager. Coordinates activities with other departments and agencies.
2. Provides direct supervision of staff in the City Manager's Office, such as facilities staff and/or public affairs staff, and any other staff assigned by the City Manager, including prioritizing and developing work plans, evaluating staff performance, making hiring and termination recommendations, and providing training and development.
3. Assists in the development of short and long range plans, gathers interprets and prepares data for studies, reports and recommendations, presents information and recommendations to the City Manager, City Council and management staff.
4. Represents the City at various local, regional and statewide meetings, serves on boards and committees as needed or directed by City Manager. Makes presentations to councils, boards, commissions, civic groups and the general public.
5. Completes special projects and implements programs for the City Manager's Office, which may include completing grant applications, preparing ordinances, reviewing state and federal legislation, and drafting administrative policies.

6. Provides support to the City Manager in following up on the implementation of policies, goals, and actions of the City Council.
7. Performs a variety of research, analysis and administrative studies related to department and/or city-wide special projects including policy development, organizational improvement, and cost-benefit / feasibility studies.
8. Facilitates public information, including coordination of City publications, social media, and other City print and electronic publications and citizen engagement tools.
9. May facilitate the “public outreach and social media” working team that comprises members from different departments and coordinates the sharing of information in the production of department-specific City publications and social media posts.
10. In coordination with other City Manager’s staff and Department Directors, may serve as a liaison and interact with the press.
11. Coordinate and conduct citizen and staff surveys and polls to identify information needs or opinions regarding programs, policies and procedures.
12. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Management theories and principles.
- Fiscal management theories and principles.
- State and federal laws governing area of assignment.
- Project management theories and principles.
- Reporting responsibilities to regulating agencies.
- Report writing.
- Presentation techniques.
- Problem resolution techniques.
- Policy development.
- Personal computers and related software applications.

Skills and Abilities to:

- Apply problem solving theories and practices.
- Prepare budgets.
- Track and record expenditures.
- Evaluate program effectiveness.
- Resolve conflicts and use mediation techniques.
- Make presentations.
- Promote positive public relations.
- Use general office equipment.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is to have obtained a Bachelor’s degree in Business or Public Administration, or a related field, and four years in a related field

or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. Master's Degree is preferred.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director **Date**

Human Resources Director **Date**

Employee **Date**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.