

JOB DESCRIPTION: ASSISTANT TO THE CITY MANAGER

Department: Administration Department	FLSA: Exempt
Reports to: City Manager	Representation: Non-Union
Pay: \$4,264 to \$6,300 per month	Date Adopted: 07/01/2017 Date Revised: 09/22/2021

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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 the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.

GENERAL POSITION SUMMARY:

Under the direction of the City Manager and Finance Administrator, provides leadership and overall coordination of the work of major cross-departmental, community or regional projects and initiatives as assigned by the City Manager or Finance Administrator. Coordinates, formats, and disseminates information to the City Council via the council agenda process for best-informed decision making on important issues. Writes and administers grants. Serves as a member of the Human Resources Team.

The work involves considerable independent judgment and responsibility for the application of professional knowledge and skills to affect research, analysis, planning, and implementation of related programs. The work requires attending meetings and making presentation to City Council and community groups.

ESSENTIAL FUNCTIONS:

Unless specifically identified as a "Non-Essential Job Function", the information included in this job description, and any referenced supplemental documents, is considered an "Essential Job Function". Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive.

TASKS, TOOLS & TECHNOLOGY:

Tasks

Perform general reception duties for the Department. Answer telephone, screen phone calls and visitors to determine appropriate referral. Take messages, or transfer calls to appropriate individuals.

Represent the City customers in a friendly and helpful manner. Be courteous, tactful with customers, and diffuse tense situations and misunderstandings.

Open, read, route, and distribute incoming mail or other materials and answer routine letters.
Manage projects or contribute to committee or teamwork.

Collect fees and accurately enter into Accounting Software for permits, reports, copies, picture copies, tapes copies, etc., according to fee resolution and or City ordinances.

Assistant to the City Manager

Assists the City Manager and Department Heads in monitoring internal and external issues and serves as a member of the City's management and human resources team. Coordinates activities with other departments and agencies.

Provides leadership and overall coordination of the work of major cross-department projects and initiatives as assigned. City Council short and long-term goals will be a primary indicator of current and future projects.

Assist 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 and Department Heads.

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.

Primary staff person for all Economic Development related efforts.

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.

Performs a variety of research, analysis and administrative studies related to department and/or city-wide special projects including policy development, organizational improvements, and cost benefit feasibility studies.

Composes, keys, edits, and proofreads letters, reports, speeches, memos, minutes, agendas, research projects and other varied correspondence from rough drafts, verbal instructions, or handwritten copy. Assists with proofreading annual budget document and financial statements. Extensive computer operation using various software programs.

Facilitates public information, including coordination of City publications, social media, website, city app, and other city print and electronic publications and citizens engagement tools.

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.

Negotiates agreements; researches, facilitates, prepares, and administers all grants for various City projects; procures grant money, develops budgets for projects and manages expenses.

Handles special projects for all Department Heads involving research, analysis, coordination and/or synthesis of information. May be assigned to city-wide special projects including policy development, organizational improvement, and cost-benefit/feasibility studies.

Lead staff member for all Urban Renewal related efforts.

Organize and direct planning efforts for City's Annual Town Meeting and other City sponsored events.

Human Resources

Serve as a back up for preparing payroll-related documents, including entering data to computer and maintaining accurate payroll records. Examine submitted time sheets and personnel actions for accuracy and appropriate approvals and ensure budgetary compliance. Clarify discrepancies and take corrective actions as necessary.

Advise employees and managers regarding Human Resources policies and procedures. Assist supervisors with labor relations issues as needed.

Organize and direct activities connected with employment, recruitment, and candidate selection processes. Assure compliance with recruitment policies and procedures. Coordinate and participate in reviews of applications, candidate interviews, verification of skills and abilities, references, and pre-employment testing.

Communicate, orient, and enforce personnel policies. Investigate incidents, accidents, and other job-related claims, conferring with managers and employees, and recommending actions. Consult with management and employees to resolve sensitive and significant personnel issues such as grievances, communications difficulties.

Establish goals, objectives, policies, and systems for human resources function in compliance with the City Council visioning process.

Provide clear and transparent guidance to City employees to help them understand human resources policies.

Provide technical assistance and interpretation to the City Manager, and Finance Administrator regarding issues affecting the human resources needs of the city; attend meetings as necessary to address such concerns.

Participate in labor relations activities as needed, including preparation for disciplinary actions for represented and non-represented employees. Serve as a standing member of the City's negotiating team as needed.

Monitor compliance with pertinent federal, state, and local laws, regulations, and ordinances. Consult legal council to ensure the policies comply with federal and state law.

Advise City management on corrective action and strategies for handling corrective action and addressing performance deficiencies.

Coordinate new employee orientation and perform all employee exit interviews.

Non-Essential Functions

Follow all OSHA and City safety rules and procedures for work areas.

Perform other duties as assigned.

Tools

All specialized equipment utilized in a traditional office setting, to include, desktop, laptop, tablet and notebook computers, digital cameras, fax machine, multi-line telephones, mobile phones and photocopiers.

Technology

Personal computer, including word-processing software, spreadsheet software, office suite software, map creation software, database and report writing software, iPad, phone, and two-way mobile radio. Electronic mail software, internet browser software and Microsoft Office Suite.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge

Thorough knowledge of modern and highly complex principles and practices of municipal administration, functions and services, and organization and economic development.

Thorough knowledge of the principles, practices and methods of intergovernmental relations, municipal grant writing and administration, budgeting and finance, public involvement, and employee and citizen communications.

Advanced understanding of physical project development, development planning, financial fundamentals, and contract management. Knowledge and experience of public and private economic development.

Skills

Language- Ability to read, analyze, and interpret common administrative, financial, and legal documents. Respond to common inquires and complaints from customers, regulatory agencies, or members of the business community. Effectively present information to top management, public groups, and/or City Council.

Mathematical Skills- Ability to work with basic mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

Organizational Skills- Ability to organize, file and maintain accurate records.

Abilities

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.

Cost Consciousness - Works within the approved budget; Conserves organizational resources; Develops and implements cost saving measures.

Crisis Management – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Speech Clarity — The ability to speak clearly so others can understand you.

Speech Recognition — The ability to identify and understand the speech of another person.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Written Expression — The ability to communicate information and ideas in writing so others will understand.

WORK STANDARDS:

- Regular Attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Thorough when completing work tasks.
- Accept constructive criticism.
- Calmly and effectively process high stress situations.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.

EDUCATION, CERTIFICATION, & EXPERIENCE:

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

Education:

BA in business, public administration, or a related field. A master's degree may be considered as experience. Any satisfactory equivalent combination of education and experience which demonstrates the knowledge, skills, and ability to perform the above-described duties will be considered.

Experience:

Three (3) years increasingly responsible experience as a staff assistant or staff analyst supporting senior management.

Experience with an Urban Renewal District preferred.

Human Resources experience preferred.

Proven organizational, planning, and analytical skills.

Superb tact and diplomacy.

Excellent writing and editing skills.

High levels of proficiency in complex scheduling, scheduling software, Word, and Excel.

Experience in managing media relations, writing press releases.

SPECIAL REQUIREMENTS AND CERTIFICATIONS:

Must have a valid Oregon driver's license and maintain a good driving record.

WORKING CONDITIONS

The City of Scappoose is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Scappoose will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact your immediate supervisor.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as the Assistant to the City Manager. Detailed information may be available in a supplemental document.

Work locations are office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Incumbent may be required to sit/stand for extended periods while performing various duties.

WORK SCHEDULE:

The Assistant to the City Manager will be expected to work 40 hours per week Monday through Friday from 8:00 to 5:00pm. The position will be required to attend various meetings, including evening and occasionally on the weekends. The hours of work will be set at the discretion of the City Manager.

NON-ESSENTIAL JOB FUNCTIONS

Serve and back-up for other administrative staff.

Perform other duties as assigned.

Perform other tasks as requested by Department Heads.

Attend City Council Meetings as requested.