



## Assistant to the City Manager

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### JOB CHARACTERISTICS

#### **Purpose**

Performs the research, planning, analysis, coordination, and negotiations necessary to administer the City's Franchise Management Program; administers special projects for the Assistant City Manager and the City Manager; performs related work as required all within the context of the City's Mission, Vision, Values Statement and a strong and progressive customer service orientation.

#### **Equipment, Methods & Guidelines**

Uses federal, state, and local laws, regulations, policies, and procedures. Typically uses City vehicles, telephones, calculators, and computer systems.

#### **Working Conditions**

Conducts work primarily in an office setting; includes irregular hours to attend evening meetings, meet deadlines, and achieve objectives.

#### **Physical Demands**

Communicates with City staff, elected officials, the public, private industries, public utilities, consultants and other government agencies.

#### **Supervisory Guidance Received/Given**

Reports to the Assistant City Manager. Receives general administrative support and control rather than direct control over methods; oversees assigned project staff and consultants; may act for the Assistant City Manager on departmental operations.

#### **Allocation Factors/Distinctions**

Managerial classification. Is distinguished from the Sr. Administrative Analyst by the scope and complexity of assigned projects and the expanded freedom to exercise independent judgment.

### EXAMPLES OF DUTIES

1. Administers the City's Franchise Management Program; keeps abreast of regulations affecting the City's franchised services; performs cost savings analyses to determine recommended approaches to providing services; coordinates requirements with franchisees; develops plans and contract specifications; negotiates contract terms; conducts annual rate reviews; forecasts industry trends; reviews and approves invoices.
2. Develops statements of work for assignment related consulting services; evaluates proposals and recommends consultant selections; performs contract administration work; assures schedule and cost requirements are met; audits franchisee records as necessary.
3. Evaluates assigned program/project performance; prepares and presents reports at public hearings as required.
4. Develops policy options for City Council consideration with regard to franchise operations and assigned projects.
5. Attends a variety of staff, Council, board, and commission meetings; provides advice and support to City staff and elected/appointed officials regarding franchise programs and special projects; provides staff reports to Council committees.
6. Responds to citizen concerns and inquiries regarding franchise operations; resolves complaints with service providers.
7. Assures the City meets mandated solid waste reduction goals; maintains planning documents; files reports with the State; coordinates program implementation with contractors; verifies rate impacts of new programs; applies for and administers grants.

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8. Serves as City representative on inter-agency task forces; coordinates the City's multi-departmental input to inter-agency task forces
9. Conducts special projects as assigned by the Assistant City Manager and City Manager, which are sensitive and/or of critical importance to top City management.
10. Monitors and responds to legislation which is of importance to the City; prepares correspondence for Assistant City Manager/City Manager review and Mayor signature.
11. Prepares the City's Franchise Management Program annual budget.
12. Represents the Assistant City Manager and/or the City Manager at meetings with both public and private organizations.
13. Prepares grant applications and administers grants.
14. May serve as the City's Abatement Hearing Officer.
15. Promotes the City's Mission to make Concord a city of the highest quality by providing responsive, cost-effective, and innovative government services; understands and subscribes to the Vision and Values Statement adopted by the City.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge and Abilities**

Knowledge of the principles and practices of public administration in a council-manager form of government; of applicable federal, state, and local laws and regulatory bodies; and of the principles and practices of public sector budgeting and finance.

Ability to communicate effectively with City staff, elected and appointed officials, the public, private industry, public utilities, and the media, including preparing/presenting technical reports, specifications, planning documents, and correspondence; to coordinate the work of other professionals; to collect and analyze complex and sensitive information, including financial information, and to draw valid conclusions; to understand, interpret, and apply appropriate rules, regulations, and procedures; and to establish and maintain cooperative relationships with those contacted in the course of work.

#### **Education/Experience**

Any combination equivalent to experience and education that would likely provide the relevant knowledge and abilities would be qualifying. Generally, this will require:

**Education:** Possession of a Bachelor's Degree in Public or Business Administration, Political Science, Urban Planning, or a related field. Master's Degree in Public Administration or a related field is desirable.

**Experience:** Five years of profession experience in a local government agency, including project administration.