ASSISTANT TO CITY COUNCIL

DEFINITION

Under general supervision, provides professional, technical and administrative support and assistance to the City Manager and City Council.

ESSENTIAL FUNCTIONS

This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Serves as a liaison between City Council members and the community with assistance to inquiries and/or complaints; analyzes, interprets and explains City policies and procedures to the general public; represents City Council members at special events in times of absence; coordinates, identifies, contacts and confirms speakers and/or participants for City events; communicates and updates City Manager and other Managers on confidential issues involving requests by City Council members; composes and types confidential correspondence; conducts surveys and performs research and statistical analysis to complete assigned projects.

Maintains calendar of events and activities for City Council; informs council members of pertinent information and action items that require immediate attention; schedules appointments and meetings for elected officials; receives, screens, sorts and delivers incoming and outgoing mail; provides customer service and assistance to citizens with questions, comments or complaints; maintains and monitors Council member budgets, financial files and records; creates and develops newsletters, flyers and press releases; prepares staff reports and project memos for City Council members.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of City and Department policies and procedures

Knowledgeable of personal computer hardware equipment and software packages

Knowledgeable of event planning techniques and methods

Skilled in assessing and prioritizing multiple tasks, projects and demands

Skilled in working with multiple and conflicting deadlines to complete projects and assignments Skilled in following and providing oral and written instructions

Skilled in establishing and maintaining positive and productive working relationships with both internal and external customers

Ability to perform and train other employees on essential duties

Ability to effectively communicate verbally and in writing with all levels of staff and public Ability to read, write, and speak a second language fluently is highly desired (English/Spanish)

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 10 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

Bachelors degree in Public Administration, Communications, Political Science or closely related field, **AND** three (3) years experience performing complex administrative support duties in a local government and/or quality customer service **OR** an equivalent combination of education and experience.* Must possess at the time of application and maintain a valid California Driver's License.

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