ASSISTANT TO DEPARTMENT DIRECTOR

DEFINITION

Under administrative direction, performs a variety of confidential and complex administrative and support functions for a department manager.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. 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

Assist Director with the workflow organization of divisions and functional areas. Research City policies and procedures; assists in the preparation budget reports and staff reports; May represents the City, interacts and communicates with citizens and surrounding cities for special events and capital improvement project meetings.

Monitors and tracks budgets and grant funds for programs and assigned department; prepares and reviews agenda items, budget changes and other administrative functions for compliance with department goals and policies; identifies alternative funding sources and coordinates grant applications; consults with department management and formulates and develops recommendations to write reports. Provides technical guidance and instructions to staff in performing office support tasks; tracks and reviews work assignments and progress; attends departmental meetings and community presentations; coordinates activities within the Sister City Program.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledge of management and organization techniques and methods to include sound supervision and training and performance evaluations;

Knowledge of modern office methods, procedures and equipment;

Ability to use and apply proper English usage, spelling, grammar, and punctuation;

Knowledge of basic arithmetic and accounting and business letter writing; organization, procedures, and operating details of a municipal government principles and practices of sound

Skilled in providing and following oral and written instructions in English

Skilled in establishing and maintaining productive working relationships

Ability to perform essential duties with expertise and professionalism

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, and areas under construction.

OUALIFICATIONS

Bachelor Degree in Business or Public Administration or related field **AND** five (5) years experience in City Administration to include at least one year as a supervisor; **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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