

City of Kelso, Washington

Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position.	TITLE <p style="text-align: center;">Assistant to the City Manager</p>
DEPARTMENT <p style="text-align: center;">Administration</p>	CLASS/EXEMPT STATUS <p style="text-align: center;">Non-Exempt</p>
DIVISION <p style="text-align: center;">City Manager</p>	SUPERVISOR <p style="text-align: center;">City Manager</p>
CLASSIFICATION RANGE <p style="text-align: center;">M17</p>	

POSITION DESCRIPTION

Under general supervision, the Assistant to the City Manager provides administrative support, policy research and analysis, public relations, and project management services for the City Manager, City Council, and City Departments as directed. The position is expected to: (a) perform a varied range of clerical and specialized activities of a moderately difficult to complex nature; (b) work from general directions within a broad scope; and (c) exercise judgment and initiative when performing duties that measurably impact program success.

ESSENTIAL FUNCTIONS

- Responsible for difficult, complex, and routine clerical and/or administrative support duties.
- Draft and review official correspondence from the City Manager and Council.
- Prepare news releases and public information for local and regional media; coordinate news conferences and prepare media packets as necessary.
- Review and update content on the City’s website.
- Manage schedules, make travel arrangements, and process department expenses for the City Manager and Council.
- Attend governmental, business, and community meetings on behalf of the City Manager.
- Assist the City Manager in developing and reviewing the current and advanced meeting agenda for the Council and City Boards/Commissions as assigned.
- Provide administrative support for City Boards and Commissions as assigned.
- Conduct research and perform analysis on assigned policy areas, and prepare recommendations for City Manager and Council consideration.
- Review, research, and analyze revisions to City policies, procedures, and codes as assigned.
- Manage administrative projects and programs as directed by the City Manager and in coordination with Department Heads, consultants, and vendors.
- Prepare departmental budgets as assigned and assist the City Manager in the review of the City budget.
- Make presentations to internal staff, the City Council, and Boards and Commissions as necessary.
- Perform other duties as assigned by the City Manager.

POSITION REQUIREMENTS (Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below):

EDUCATION

- Bachelor’s Degree in Public Administration, Government, Business Management, or related field, AND

EXPERIENCE

- Any combination of education, work, or internship experience in public or private organizations that demonstrate attainment of the necessary Knowledge, Skills, and Abilities provided within the position description.

KNOWLEDGE, SKILLS, ABILITIES, AND SPECIAL REQUIREMENTS

- Work independently under broad direction and goals.
- Principles and practices of advanced municipal administrative support, research, surveys, and office practices and procedures.
- Familiarity with applicable Washington state laws and regulations related to municipal government.
- Operating office computer software including word processing, spreadsheet, database, and presentation programs
- Customer services concepts and principles.
- Effectively communicate in diagram form, orally and in writing
- Direct, organize, and coordinate multiple projects and activities.
- Gather, interpret and understand a variety of documents such as city codes, policy and procedure manuals, and instruction.
- Gather, interpret, and present a variety of management analysis data and information.
- Technical research and data gathering.
- Record keeping and file preparation/organization.
- Establish and maintain effective working relationships with internal support units, vendors, and citizens.
- Resolve conflicts and issues with staff, public and other stakeholders appropriately and timely.
- Plan and organize daily activities and duties.

SPECIAL REQUIREMENTS

- Successfully pass a modified background investigation.
- Occasional lifting of up to 25 pounds.
- Possess a valid Washington State Drivers license.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE
-------------	------	------------	------	-------------	------	-----------------------	------