



Title: Assistant to the City Manager

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the City Manager.

Exercises direct supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in business, public administration or related field or equivalent.
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid driver's license.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Master's Degree in business, public administration or related field.
- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to serve as a member of the City's Management Team and carry out the direction of the City Manager and Deputy City Managers on a wide range of municipal issues. The position assists the City Manager in working with departments towards the achievement of departmental objectives and the objectives of the city government as a whole; advises the City Manager on the determination of program needs, the preparation and presentation of proposals for consideration of City Council, and the implementation of approved programs. This is accomplished by planning and implementing citywide programs and projects, briefing management on concerns, presenting proposals for approval, developing and monitoring the budget, reviewing studies, and coordinating the preparation of reports and recommendations. Other duties include completing special projects as assigned and analyzing administrative, operational and fiscal issues.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Works with the City Manager, Deputy City Managers, department directors, and employees of the city to plan, organize, and implement city-wide programs and projects on matters affecting assigned areas of responsibility. Briefs the City Manager on matters of concern and presents program proposals for approval and submission to the City Council. Resolves municipal problems through available city resources.
2	Meets and corresponds with various community, professional, business and other groups relating to city projects, issues and programs. Acts as a City representative and liaison to internal/external customers, special interest groups, and the general public; responds to questions, concerns and complaints of varying sensitivity and complexity in a timely, tactful and effective manner. Interprets rules and regulations and makes decisions in accordance with established policies. Establishes effective working relationships with elected officials, management staff, city employees, citizens and members of community groups.
3	Supervises staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
4	Meets with members of the City Council on projects and issues; regularly attends City Council meetings; prepares staff reports and presents reports at Council meetings and study sessions.
5	Demonstrates continuous improvement efforts relating to operations, customer service turnaround times, streamlining of work processes, and works to provide quality seamless customer service. Undertakes special projects for the City Manager and/or Deputy City Managers including studies and chairing taskforces as required. Analyzes a variety of administrative, operational, and fiscal issues and makes sound recommendations for solutions.
6	Assists in reviewing and editing the City Council meeting agenda and interfaces with City Clerk's Department staff on City Council agenda packet; advises the City Manager, Deputy City Managers, and City Clerk as necessary on issues related to the City Council agenda.
7	Assists in the development and logistics of agendas and the coordination of arrangement for management and City Council retreats and special activities. Assists the City Manager in drafting, monitoring, and updating policy items and other important reports and documents.
8	Provides overall management support including assistance with the oversight of department operations. Works closely with the City Manager and Deputy City Managers to ensure internal systems are operating effectively.
9	Briefs the City Manager on matters of concern and presents program proposals for approval and submission to the City Council; serves as a member of the city's management team.
10	Completes administrative tasks by preparing correspondence, preparing elected official communications and reviewing reports.



City of Peoria

HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X" The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X" The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, laptop, printers, scanner, copy / fax machine, and related software, and telephone.

PROTECTIVE EQUIPMENT REQUIRED: None Required.