

ASSISTANT TO THE CITY MANAGER
(RYE)

GENERAL STATEMENT OF DUTIES: Assists the City Manager in administrative procedures; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the City Manager, performs activities of a staff nature in an organization of considerable complexity. This position involves responsibility for some combination of the departmental processes of budgeting, ADA, OSHA, statistical analysis of departmental processes, and usually for advising other departments on matters concerning organization procedures, and the general business administration of the department. Coordination and administration of the City Safety Program, including staff training and monitoring of all Workers' Compensation cases is the responsibility of this position. An employee in this position may be called upon to consult with departmental officials concerning new or altered administrative policies. Public contacts are often required in carrying out the responsibilities of this position and duties are performed with considerable leeway for the exercise of independent judgment within the established policies of the department.

EXAMPLES OF WORK: (Illustrative Only)

Represents City Manager in contacts with the public, department heads, members of the City Council;

Analyses operation and operating needs;

Advises City Manager on remedial action;

Responsible for special projects as assigned;

Develops and prepares reports, grant proposals, applications, contracts, statistical and financial abstracts;

Assists in the preparation of budget materials and the processes involved in budget execution;

Carries out investigations and presents findings pertaining to proposed suggestions, programs, automation of various functions;

Analyzes data submitted to City Manager;

Oversees telecommunications for all City facilities, including liaison for 911 operations;

Makes studies and recommends changes in organization, methods, and procedures.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles, practices and organization of municipal government administration; good knowledge of principles of public administration; good knowledge of research methods and fundamentals of statistics; ability to interpret and make clear and concise analyses of facts, figures, and processes; ability to prepare clear and present oral and written reports; ability to direct and oversee the work of others; ability to meet and deal with the public effectively; honesty; integrity; sound judgment; resourcefulness; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree and either: (a) Master's Degree in Public Administration or closely related field and one year of experience in the field of public administration; or (b) three years of experience in the field of public administration; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL NOTE: An internship in public administration may be substituted on a month-to-month basis for the experience specified above.

City of Rye
J. C.: Exempt
Additional position: Competitive
1a

Job Class Code: 0895