



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Assistant to the City Manager **LAST UPDATED:** 04-21-15
DEPARTMENT: City Manager's Office - Administration **JOB CLASS:**
REPORTS TO: City Manager or CMO Designee **FLSA DESIGNATION:** Exempt

Summary: Under general direction of the City Manager or his City Manager Office (CMO) designee, manages the creation and implementation of various development agreements, oversees various complex projects coordinating a project management team which includes supervising the functions of assigned positions. Additionally, provides research on various subject areas as well as technical, administrative and decision support related to policy analysis, procedural interpretation and implementation and management of assigned work areas, projects and programs.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Meets with and confers with representatives of the development community to create development agreements addressing various infrastructure and impact fee issues.
- Manages complex construction projects for publicly owned facilities from procurement of professional services through construction finalization.
- Supervises assigned staff within the project management team ensuring all assigned functional areas are completed timely, within budgets, and in compliance with applicable policies and procedures.
- Acts as the primary CMO coordinator for a variety of high profile projects providing research, data analysis, resource acquisition and allocation to provide a central location for information related to the given subject to include making presentations to the Council, CMO, various boards, commissions, and constituents.
- Negotiates and coordinates with consulting firms, utility companies and project owners as required to create workable solutions for design and constructability issues related to projects.
- Assists in investigating and resolving customer inquiries and complaints insuring that contact is made by appropriate City staff and issues are resolved or final communication has occurred.
- Manages multiple programs and special projects simultaneously. Examples may include areas such as acting as the primary franchise utility contact, agreement development and tracking, writing, submission and tracking of grants, communications tower lease program, development of City legislative agenda and tracking, the City Hall 101 program and other special projects as assigned.
- Serves as primary liaison with assigned community organizations, Commissions/Boards, and programs including administrative support and technical guidance, preparation of agendas and maintaining public records of their meetings and books.

Other Important Duties:

- Attendance at City Council and meetings of assigned boards, commission/organizations is required.
- Will be required to work some evenings and weekends.
- Makes presentations before the City Council and assigned organizations.
- Assists with the set up of audio-visual equipment and other meeting or presentation materials, supplies or equipment as needed.
- Responsible for preparing and tracking project budgets.
- Travels to assigned meetings, presentations, conferences and training.
- Performs all other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of public administration practices and procedures.
- Knowledge of Federal, State and municipal laws, codes, ordinances and regulations related to administrative and financial issues.
- Knowledge of research, analysis and interpretation of complex and/or sensitive municipal issues.
- Knowledge of City policies and procedures.
- Skill in implementing personnel policies, procedures and actions.
- Skill in effectively supervising, reviewing work and providing assistance to assigned staff.
- Skill in effectively delegating duties to assigned staff.
- Skill in effective oral and written communications.
- Skill in coordinating and prioritizing multiple assignments and projects.
- Skill in effective oral and written communications.
- Skill in planning and implementing City administrative procedures and objectives.
- Skill in diplomatically resolving customer complaints and concerns.
- Skill in networking and communicating with appointed or elected officials, community, state and national organizations, and the public with diverse cultural, economic, educational and social backgrounds.
- Proficiency in the use of computers and related equipment, hardware and software to include Microsoft Office (Word, Excel, PowerPoint, Outlook) for the development of various communications, budgets, presentations, graphics, charts and management level papers/reports and grants
- Ability to build and maintain effective internal and external working relationships.

Preferred Education, Experience, and Certifications:

- Masters Degree in Public Administration or Business Administration with at least two (2) years public administration experience **or** Bachelor's Degree in Public Administration, Business Administration or related field and five (5) years progressively responsible experience.
- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting and may be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to occasional bending, reaching, kneeling and lifting such as the setting up, tearing down and transporting of presentation audio/visual equipment and display materials.
- Must be able to lift up to 30 pounds.
- Requires extended work hours and night meetings.

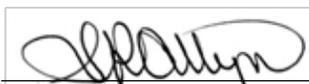
Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, standard office equipment, audio/visual equipment, and department vehicles.

Approved By:

 Signed by Ron Patterson, Assistant City Manager
 Ron Patterson, Assistant City Manager

 04/23/2015
 Date



 Shannon Allyn, Human Resources Generalist

 04/23/2015
 Date