



DATE	July 2023
FLSA	Exempt
EEO	
POS CODE	

JOB TITLE: Assistant to the City Manager
 DEPARTMENT/DIVISION: Administrative Services/City Secretary
 REPORTS TO: City Secretary

SUMMARY: Under the direct supervision, and direction of the City Secretary, coordinate and assist in completing special projects, programs, and carrying out administrative functions for the Mayor, City Council, and City Manager’s Office executives. Serve as the primary executive support for the Mayor and City Council to ensure daily office operations and Mayor/Council activities, communications, calendars, and events are carried out in an effective and operationally expedient manner. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Research, implement, coordinate, and monitor projects and reports for the Mayor, City Council, and City Manager which may require research, timely responses, frequent updates, and recommendations.
- Coordinate and oversee advanced, multi-track deadlines, appointments, internal and external meetings, travel, committee meetings, and special events for Mayor, City Council, and Executive staff as needed.
- Conduct research on the City's current and past practices in response to inquiries and complaints made to the City Manager's Office.
- Research, prioritize, and follow up on concerns addressed to the City Manager’s office including those of sensitive and/or confidential nature, and determine the appropriate course of action, referral, or response.
- Prepare written correspondence to various external agencies; communicate with the public regarding complaints, concerns, and requests for information.
- Attend meetings with the City Manager’s Office, Executive Staff, or the Mayor and Council as needed.
- Attend both evening and afternoon Council meetings, any committees meetings, and various other events as needed.
- Prepare Council presentations, set up meetings, and coordinate special events as needed.
- Answer phone calls for the Mayor, Council, and City Manager’s Office to ensure timely responses to community inquiries.
- Open and receive all incoming packages, mail, and communication for the Mayor, Council, and City Manager’s Office
- Process travel expenses, p-card reports, invoices, and other financial reporting in line with organizational policy.
- Develop content for and update the City’s website.
- Exhibit strong interpersonal/human relation skills with the ability to support controversial positions, handle the negotiation of sensitive issues, and review important presentations with customers, citizens, and co-workers.

- Exhibit desire to continue professional education and stay aware of new concepts and innovations in the field of public management and local government service.
- Maintains regular and punctual on-site attendance.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of administrative support principles and practices in area of assignment;
- Knowledge of modern office procedures and equipment;
- Knowledge of filing procedures and practices;
- Knowledge of the English language, grammar, and punctuation;
- Knowledge of report preparation techniques;
- Knowledge of basic budgeting principles;
- Skilled in maintaining various confidential records;
- Skilled in applying and explaining applicable laws, codes, regulations, policies, and/or procedures;
- Skilled in preparing and proofreading a variety of reports and/or documentation;
- Skilled in exercising judgment and discretion;
- Skilled in recognizing problems, identifying alternative solutions, and making appropriate recommendations;
- Skilled in prioritizing work and performing multiple tasks;
- Skilled in researching and compiling data;
- Skilled in maintaining sensitive and confidential information;
- Skilled in providing customer service;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Public Administration, Business Administration or related field of study.
- Three years of progressively responsible administrative support experience.
- Licenses: Valid Texas Class C Driver's License.

PREFERRED QUALIFICATIONS:

- Master's Degree in Public Administration, Business Administration or related field of study.
- Notary Public of the State of Texas

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test

- Must pass criminal history check
- Must pass motor vehicle records check