ASHEVILLE, NORTH CAROLINA

Classification Specification

Assistant to City Manager
Job Code: 1010
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to manage and support projects and/ or matters of a complex, technical, and/or specialized nature on behalf of the City Manager, to supervise support staff, and to provide administrative support to the Mayor and City Council.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and

provide technical expertise; and provides progress and activity reports to City Manager, Mayor, and City Council as requested.

Provides professional staff support and assistance to the City Manager; analyzes wide range of municipal policies involving organization, procedures, benchmarking, and other issues as assigned; conducts research; completes a variety special projects as assigned; prepares official documents on behalf of the City Manager, such as memoranda, letters, ordinances, resolutions, staff reports, agenda items, and other reports and materials; provides responsible staff assistance to the City Manager, City Council, executive team, management team and other departments as assigned; assists with action items; and represents and serves as a liaison to the City Manager's Office and the City Manager with public and private groups, organizations and City Departments.

Performs and supervises a wide variety of administrative and analytical duties in support of the Mayor and City Council: provides information and assists in conducting research and preparing reports; coordinates annual development and quarterly status reports of Council priorities; plans and organizes a variety of events and activities; coordinates with key stakeholders and staff to plan events; and supervises the scheduling and processing of travel requests and events.

Assists with the development and management of annual operating budget for the City Manager's Office and the City Council: develops and recommends outlays for staffing, equipment, and supplies; reviews, approves, and processes invoices, procurement card transactions, timesheets, etc. in compliance with City financial policies and procedures; and monitors expenditures for adherence to established budgetary parameters.

Receives and manages responses to citizen requests, problems, and concerns; conducts research and provides information or directs them to the correct department; and provides follow-up to ensure resolution.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to public administration and public affairs; and attends meetings, workshops, conferences, and training sessions as required.

Communicates with City Manager, City Council, Mayor, other City officials, supervisor, subordinates, co-workers, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, payroll, event requests, presentations, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Public Administration or a related field required; supplemented by five years of progressively

responsible experience in executive level administrative support, to include lead or supervisory experience.; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: None.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both

prospective and current employees to discuss potential accommodations with the employer.