



## **ASSISTANT TO THE CITY MANAGER**

### **DEFINITION**

Under general direction, performs dynamic, highly collaborative duties and responsibilities in key areas of City operations such as communications, economic development, housing, and homelessness; researches and analyzes practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; participates in strategic planning, policy development, and legislative analysis; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Manager or Assistant City Manager. May exercise direct supervision over professional, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This classification is at the professional management level and is a single incumbent position that supports the City Manager's Office in executing Citywide projects, programs, and policies. This position also has the flexibility to take a leadership role in specific initiatives related to communications, economic development, housing, and/or the unhoused, which requires strong organizational skills, excellent written and verbal communication abilities, and a deep commitment to public service.

This class is distinguished from the Senior Management Analyst classification by its higher level of independence and Citywide focus of project and program management.

### **ESSENTIAL DUTIES**

Duties may include, but are not limited to the following:

- Oversees special projects as assigned by the City Manager, typically involving collaboration across multiple City departments, other governmental agencies, private sector entities, and the general public.
- Plans, directs, manages, and monitors various administrative and operational analyses, studies, and audits; manages and participates in data collection with regard to needs assessments, benchmarking, and operational reviews of designated responsibilities; evaluates success and provides feedback.
- Serves as a subject matter expert in designated areas of specialty, such as communications, economic development, housing, and/or the unhoused, while acting as a liaison and resource to various departments.

- Supports the City's economic development initiatives by fostering business growth, attracting new investments, and supporting the local economy through the development of economic policies, grants, and incentive programs.
- Coordinates with local businesses, chambers of commerce, and economic development organizations to identify and capitalize on opportunities for growth.
- Supports the development and implementation of housing policies, affordable housing initiatives, and unhoused prevention strategies by collaborating with housing providers, developers, and other stakeholders to advance housing projects and initiatives.
- Plans, coordinates, and tracks efforts related to unhoused prevention, outreach, and housing solutions; prepare reports and updates on key projects for the City Manager and other stakeholders.
- Develops and implements the City's public communications strategies, including crafting press releases, responding to media inquiries, supporting community outreach efforts, and leading special projects as directed by the City Manager; ensures timely completion, alignment with City priorities, and effective community engagement.
- Engages with City departments, elected officials, and community stakeholders to gather input and provide updates on key initiatives and programs.
- Participates in the development, administration, and oversight of the City Manager's Office budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Monitors, researches, reviews, interprets, and analyzes existing and new legislation; examines the effects on the City's operations; makes recommendations and provides alternatives to the City, applicable departments, and/or special project team(s) consistent with legislative guidelines and requirements.
- Composes and presents a variety of technical and City Council agenda reports.
- Assists with the preparation of requests for proposals, reviews bids, and conducts interviews; recommends the selection of consultants; assists with the negotiation and monitoring of contracts; assists with managing the work of selected consultants by managing workflows, setting expectations and priorities, and reviewing outcomes.
- Attends meetings, conferences, and workshops; may participate on committees and task forces; may make presentations to various groups and individuals.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Advanced principles and practices related to public and business administration, including organization, budgeting, auditing and reconciliation, municipal taxation and revenue management, and public policy.
- Principles and practices of local government, including city administration, organization, programs, and functions related to communications, economic development, housing, and the unhoused.

- Principles and practices related to program goal setting, development, implementation, evaluation.
- Principles and practices of supervision and leadership, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Public agency contracting requirements, grant applications, and fiscal control of same.
- Communication techniques required for gathering, evaluating and transmitting information, and directing group discussions.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Lead and participate in advanced administrative, fiscal, budgetary, and operational activities.
- Analyze complex and sensitive administrative, budgetary, operational, economic, political, and organizational problems; evaluate alternatives; and reach sound conclusions.
- Prepare, monitor, and administer various agreements and contracts.
- Analyze problems, systems, and practices; identify alternative solutions where needed; project consequences of proposed actions, and implement recommendations in support of goals.
- Audit a variety of documents, procedures, and reports.
- Negotiate agreement between differing individuals and groups, gaining cooperation through discussion and persuasion.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Effectively monitor contracts; lead and review consultant staff; and ensure workflows and project outcomes are in line with City goals.
- Read, analyze, evaluate, and summarize written material and statistical data including narrative reports, financial reports, and budgets.
- Determine effective methods of research; compile and present data in a form that will be understood by the respective audiences.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

### **Education and Experience**

Possession of a bachelor's degree with major coursework in public or business administration, public affairs, political science, or a closely related field; and

Six (6) years of increasingly responsible professional experience performing public administration, including one or more of the following functions: finance, budget, housing, human resources, equivalent to the City's Management Analyst .

**OR**

#### Internal Pattern Only:

Three (3) years of experience at a level equivalent to the City's Management Analyst classification series.

When assigned to a specific functional area as noted above, additional knowledge and experience in such area may be desirable.

A master's degree and public sector experience is preferred.

### **Licenses and Certifications**

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer

keyboard and calculator; the ability to bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information; and occasionally lift, carry, push, and pull materials and objects up to 25 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

*This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.*

Adopted	December 2024
Revised	N/A
FLSA	Exempt
Salary Schedule	Management/Range 20