

CITY OF FORT BRAGG JOB DESCRIPTION

JOB TITLE: ASSISTANT TO THE CITY MANAGER

REPORTS TO: CITY MANAGER

TYPE: Executive - Exempt

*Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

The Assistant to the City Manager is a full-time, exempt position reporting directly to the City Manager. This position provides comprehensive management staff assistance to the City Manager, and provides analytical and administrative support to the City Manager and City Council. Directly or indirectly supervises and directs efforts of professional, technical and/or clerical support staff engaged in providing administrative, budget, personnel, and information technology services. The position provides professional analytical support and services to City departments in a variety of human resources program areas including employee relations, workers compensation, recruitment, examination, classification and compensation, training, salary and benefits administration, employee development, mediation, facilitation, administration of the merit system, and equal employment opportunity under the direction of the City Manager and in compliance with State and Federal regulations, City policies and adopted Human Resources Rules and Regulations.

ESSENTIAL FUNCTIONS:

Effective leadership, problem solving, exercise discretion and independent, sound judgment within policy guidelines, communicate effectively both orally and in written form. Lead projects with City-wide impact. Ability to work long hours.

FAIR LABOR STANDARDS ACT EXEMPTION:

The incumbent of this position spends more than 50 percent of his/her time as a manager performing office work directly related to management policies or general business operations. The incumbent customarily and regularly exercises discretion and independent judgment. This position is, therefore, "exempt" under the Fair Labor Standards Act as an "Executive Employee."

TYPICAL DUTIES AND RESPONSIBILITIES:

Duties and responsibilities may include, but are not limited to:

- Plan, organize, direct, control and review the City's Human Resources functions.
- Supervise professional, technical and/or clerical support staff engaged in providing administrative, budget, personnel, and analytical support to the City Manager and City departments.
- Facilitate and coordinate multi-departmental issues, projects, and concerns to ensure a comprehensive approach to managing City programs in the most effective and efficient way.
- Maintain accessible and close working relationships with department heads and their key staff members.
- Attend various committee and community meetings as assigned by the City Manager.
- Assist operating departments in a variety of areas such as development of operational plans, achievement of City Council goals and priorities, long range financial and capital improvement

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plans, organizational development, and managerial effectiveness by assisting in the development and implementation of departmental staff training programs, providing technical assistance and direction, providing legislative support, and providing managerial expertise, advice and counsel.

- Direct and coordinate the administration of the classification and compensation plan, recruitment and selection processes, employee relations and benefits, training, affirmative action, and employee performance rating and orientation programs.
- Develop and administer City personnel rules, regulations, policies, and Memoranda of Understanding and consult with department heads and the City Manager relative to employee relations, policy development and personnel issues.
- Ensure compliance with various Federal and State regulations as they relate to personnel functions such as the American with Disabilities Act, Fair Labor Standards Act, Family and Medical Leave Act, California Family Rights Act, Health Insurance Portability and Accountability Act and Workers Compensation law.
- Serve as a member of the City's negotiating team during meet and confer sessions with employee organizations.
- Perform research and analysis, conduct studies and prepare recommendations on a variety of issues such as compensation and benefits surveys and legislative updates affecting the department.
- Coordinate with the City Safety Manager to ensure Personnel policies comply with safety standards and procedures.
- Liaison with City contract risk manager in administration of Workers Compensation claims.
- Administer the Department of Transportation Drug and Alcohol Testing Program and ensures compliance with Federal guidelines.
- Assist with investigations and resolution of employee requests, complaints and/or grievances.
- Organize and maintain a variety of complex records and files related to the Human Resources Office operations and functions, including material of a confidential nature.
- Prepare written reports, memorandum, letters, resolutions, policies and instructional material.
- Attend a variety of staff, Council and Committee meetings.
- Perform other related duties and responsibilities as assigned.

MATERIALS, EQUIPMENT AND TOOLS:

Computer terminal, keyboard, personal computer and programs such as Microsoft Word, Excel, and Publisher, telephone, typewriter, FAX machine, calculator, copier, postage meter, printer, binding machine.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles of management and analysis and organizational design.
- Principles and practices of employee supervision and staff development.
- Fundamental principles and practices of public human resources administration.

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- Methods and techniques related to recruitment, selection, classification, compensation and benefits analysis.
- Current Federal, State and local laws and regulations related to human resources administration.
- Principles and practices of municipal organization.
- Office practices and procedures, including the utilization of word processing and spread sheet applications.
- Principles of supervision, training and employee development.
- Principles of sound business and project management.

Ability to:

- Communicate effectively orally to gather information and explain policies or procedures.
- Prepare clear, concise and complete analysis, proposals, reports and other written materials.
- Work independently and exercise sound judgment.
- Organize and maintain a variety of complex records and files related to the Human Resources Office operations and functions, including material of a confidential nature.
- Work cooperatively and effectively with others including City staff, agency representatives and the general public.
- Use standard and specialized computer software applications.
- Estimate equipment, materials, and other resource needs to assist in budget preparation.

MINIMUM EDUCATION/EXPERIENCE:

- Bachelor's Degree from an accredited college in Human Resources, Business or Public Administration or related field; and
- Four years of increasingly responsible and complex professional experience including at least two years experience of increasingly responsible administrative or managerial experience in a public jurisdiction or related field. and
- Possession of a valid Class C or higher California driver's license.

DESIRABLE EXPERIENCE/EDUCATION:

- Master's Degree from an accredited college in Human Resources, Business or Public Administration or related field; and
- Four years of increasingly responsible and complex experience in human resource management.

PHYSICAL REQUIREMENTS:

Constant sitting in office chair, keyboarding and visual contact with computer terminal; frequent walking, standing, writing, bending, and reaching; occasional lifting of items weighing less than 30 pounds, 20/20 vision, hearing ability adequate to take minutes of meetings, ability to speak and instruct articulately, reaching and lifting above shoulders, carrying boxes of materials from one building to another, driving motor vehicle, regularly climbing two flights of stairs.

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NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

Human Resources: _____ **Date:** _____

Department Head: _____ **Date:** _____

Approved by: _____ **Date:** _____
(City Manager Signature)

I have read and understand the contents of the job description:

Employee Signature: _____ **Date:** _____