

City of South San Francisco
Human Resources Department

Assistant City Manager/Chief Sustainability Officer
Class Description

Definition

Under administrative direction, acts as the primary staff assistant to the City Manager coordinating daily interdepartmental activities; coordinates internal City operations with an emphasis on early identification of problems and ensuring efficient, effective, and consistent program and policy implementation; identifies, analyzes, and proposes solution to operational, budgetary, or staff problems; assists City department heads with a variety of administrative problems; performs special studies relating to City administration; acts as representative of the City Manager's Office; serves as the City's Skelly hearing officer; and does related work as required.

Distinguishing Characteristics

This single-position classification is responsible for coordinating a variety of complex projects involving a range of City interests and issues. This classification functions as operations officer for the City Manager, monitoring City activities and projects to ensure timely coordination and completion. With no direct ongoing program or line responsibility, the incumbent provides input on behalf of the City Manager during policy and budget formulation discussions to ensure that policies adopted reflect organizational ability to perform.

Typical and Important Duties

1. Assists the City Manager by providing coordination of internal City operations.
2. Conducts special studies for the City Manager.
3. Investigates and replies to complaints from private citizens.
4. Works with and assists the City Manager in the development of a variety of plans, programs, and projects designed to better the City, including the development of short- and long-range City strategies.
5. Formulates, recommends, and administers policies and procedures including those governing special projects.
6. Prepares the Office of the City Manager's budget.
7. Represents the City and City Manager in meetings with other City and government agencies.
8. Speaks before civic, school, and other groups.
9. Analyzes and prepares reports on a wide variety of City administrative matters for the City Manager and Council.
10. Prepares reports to City Manager, Advisory Boards and Commissions, and City Council.
11. Provides advice to department heads, City Manager, and City Council.
12. Provides information and briefings to the press relative to news releases involving municipal affairs.

13. Coordinates daily interdepartmental activities, including follow-up on special City Council projects and/or assignments to ensure timely response or completion.
14. Identifies real or potential operating problems on a Citywide basis, and works with departments to resolve conflicts.
15. Acts in consultation with the City Manager, provides input on operational considerations during budget discussions.
16. Serves as the City's Skelly hearing officer.
17. Coordinates the City's quarterly citizen newsletter.
18. Acts as City Manager in the absence of the incumbent.
19. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Principles, practices, and procedures of public and business administration as applied to municipal government.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Ordinances, resolutions, and laws affecting the operation of the City.
- Public record acts and Roberts Rules of Order for legislative bodies.
- Principles and practices of organization and administration.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Business letter writing and the standard format for reports and correspondence.
- Computer applications related to the work, such as calendaring and e-mail systems.
- Techniques for dealing effectively with the public and City staff, in person and over the telephone.
- Principles and procedures of general purchasing, fiscal management, budget, and office management.

Ability to:

- Analyze problems and propose solutions; elicit the cooperation of others to affect solutions; negotiate with others the affects of the proposed solutions.
- Advise on a variety of administrative, operating, and budgetary problems.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare complex analyses and reports, including conclusions and recommendations.
- Make presentations to elected and appointed officials.
- Establish and maintain effective and cooperative relationships with the public, staff, the press, contractors, consultants, and other elected and appointed officials.
- Interpret and work in accordance with ordinances, resolutions, and laws affecting the City.
- Make sound decisions in a manner consistent with the essential job functions.
- Take a proactive approach to customer service issues.

- Make process improvement changes to streamline procedures; develop and implement procedures and systems.
- Acquire a thorough knowledge of applicable City policies and procedures.
- Read, interpret, and accurately apply a variety of federal, state, and local rules and regulations.
- Coordinate various projects with other City employees and public officials.
- Establish and maintain cooperative working relationships with subordinates, other employees, and the general public.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment with established policy and procedural guidelines.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Work in a safe manner modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in

- Operating personal computer and its associated applications.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Five years of progressively more responsible municipal or county government experience.

Training: A bachelor's degree from an accredited college or university with major coursework in public or business administration, or related field. A master's degree in public administration or a related field is desirable.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate valid California driver's license, and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen; hearing

and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 35 pound boxes, files, and materials.

Work Environment: Mobility to work in a typical office and/or field setting.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

Approved: July 1990
Revised Date: July 1997; September 2002, June 2003, February 2015 (title change only)
Former Titles:
Abolished:
Bargaining Unit: Executive
ADA Review: 1994/95, May 2002
DOT: No
Physical: Class 3
Status: Unclassified/exempt
EEOC Category: EF1\ EJ1
Job Code: N100

ADA Documentation of Essential Duties

1. SDE
2. MAE
3. MAE
4. SDE
5. SDE
6. SAE
7. OAE
8. OAE
9. SDE
10. SDE
11. SDE
12. OAE
13. SDE
14. SDE
15. MAE
16. OAE
17. OAE
18. SDE