

**CITY OF GREENWOOD  
JOB DESCRIPTION, December 2018**

**JOB TITLE: ASSISTANT TO THE CITY MANAGER**

**GENERAL STATEMENT OF JOB**

Under limited supervision, is responsible for various administrative functions in executing decisions and providing support and assistance to the City Manager. May perform management and coordination in the absence of the City Manager. Reports functions to the City Manager.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

Provides administrative and management assistance to the City Manager; coordinates and/or completes special projects such as specialized research, policy development, goods and service purchasing, etc.

Undertakes special studies/projects relating to the City Administration function as well as other City functions to include the drafting, presentation, and management of local, state, and federal grant programs.

Provides administrative and management assistance to department/division heads as needed to maintain City operations.

Meets with Mayor and City Council and attends City Council meetings and arranges City Council communications.

Performs planning activities in accommodating schedules, forecasting manpower needs, developing programs, and planning other City requirements.

Determines or aids in the development of purchasing specifications for materials or services in accordance with the needs of departments and established policy.

Coordinates risk management claims and issues by corresponding with the risk pool and functions as staff person for the City's Safety and Wellness Committee.

Produces internal and external communications, such as press releases and communications to employees.

Maintains the City's various websites and social media and coordinates the development and posting of ongoing material with department/division heads.

Performs various duties related to the planning and implementation of various City and Uptown Greenwood events.

Represents the City at various functions and meetings as required.

Attends ongoing professional training and development seminars/meetings/workshops.

## **Administration – Assistant to the City Manager**

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as assigned by the City Manager.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Public Administration or related field with a Master's degree in public or business administration preferred with one to two years of experience and/or training in municipal management positions with authority for program direction; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including fax machine, calculator, typewriter, telephone system, copier, radio, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Work involves sitting most of the time, but may involve walking or standing for brief periods of time. Must be able to lift and/or carry weights of approximately ten to twenty pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to co-workers and assistants. Includes the receiving of information and instructions from supervisors.

**Language Ability:** Requires the ability to read a variety of documents and reports. Requires the ability to prepare various reports and documents with the proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate and interact with other employees and the general public while exhibiting poise, voice control, and confidence.

**Intelligence:** Has the ability to apply principles of rational systems such as secretarial science in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions.

**Numerical Aptitude:** - Requires the ability to utilize mathematical formulas; add subtract totals; multiply and divide; determine percentages and decimals; and determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

## **Administration – Assistant to the City Manager**

**Motor Coordination:** Requires the ability to coordinate hands and eyes in using variable types of equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has considerable knowledge of the practices, procedures, rules and regulations of the City Manager form of municipal government as they apply to the duties of the position. Has knowledge of general office operations, functions, and procedures. Is able to apply common sense, understanding and use independent judgment in routine situations. Is able to communicate effectively with others both in person and over the telephone in a clear and pleasant manner. Has the ability to compile, organize, prepare, and maintain an assortment of records, reports, and related information. Has the ability to comprehend, interpret, and apply regulations, procedures and office operations. Knows of the reports, records, agendas, files and letters which must be prepared, processed, and maintained in order to meet the requirements of the City Manager. Has comprehensive knowledge of the terminology used within the Department. Is able to read, understand and complete written requests and work assignments in a timely fashion. Knows how to operate a variety of equipment and machines. Is able to learn and apply new skills needed in order to promote efficient completion of duties. Is able to complete mathematical calculations as needed. Has good organizational and human relations skills. Has the ability to type at the required corrected rate. Has the ability to prepare clear and concise letters of correspondence as required.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers and the public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under “Specific Duties and Responsibilities.”

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

## **Administration – Assistant to the City Manager**

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments with the City.

**Relationships with Others:** Shares knowledge with managers, supervisors, and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the City and to protect a good image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with higher management, City Manager, professionals, and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of efforts. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the City/County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Organizing:** Organizes daily work. Ensures that timetables for specific office related work are met by delegating work to the office secretary.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and responds appropriately.