JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Assistant to the City Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>City Manager</td>
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<tr>
<td>Reports to Position:</td>
<td>Deputy City Manager</td>
</tr>
<tr>
<td>Location:</td>
<td>City Hall</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>4/19/2018</td>
</tr>
<tr>
<td>Civil Service:</td>
<td>No</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>NB Pay Scale</td>
</tr>
<tr>
<td>Overtime Status:</td>
<td>Salary – Not Paid Overtime</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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</tbody>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This is a professional position. The ATCM assists the City Manager in daily operation of the Office of City Manager; advises the City Manager on technical matters, and identifies community needs. The ATCM provides leadership in assigned mission areas, including strategic planning and organizational goals. The assignment includes the development and nurturing of relationships and partnerships that facilitate the city’s success while performing a variety of complex and specialized professional, financial, budgetary, and administrative duties requiring accuracy, proficiency, confidentiality and a degree of independent judgment.

ESSENTIAL DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Plans, directs, and/or manages special projects and assignments as directed by the City Manager.
- Recommends policies to the city council and develops new programs deemed in the best interest of the city.
- Manage Geographic Information System (GIS) applications development
- Advise City Manager on technical matters
- Provides guidance to all departments as a leader on Core Information Technology
- Manage/coordinate departmental projects as needed
- Conduct research and data analyses to inform decisions
- Research and identify community needs
- Research and recommend process improvement
- Perform policy analyses and needs assessments and present findings
- Evaluate plans and financing options
- Provide strategic planning and assess performance
- Assist IT on organizational goals and user projects and evaluate outcomes
- Oversees all city laws and ordinances to ensure they are faithfully executed and enforced.
- Assists in the development of short- and long-range plans and strategic planning; gathers, interprets, and prepares data for studies, reports, and making recommendations; coordinates activities with other departments and agencies as needed.
- Recommends and assists in the development and administration of City policies and guidelines for various municipal programs.
- Assists and/or leads multi-departmental committees to manage various organizational initiatives, community events, and various other City sponsored committees.
- Responds to written and verbal citizen complaints, inquiries, and requests for service; assists with follow-up on open cases to facilitate resolution.
- Attends regular, special, and work sessions of the City Council as directed. Represents the City on various regional boards and commissions as directed by the City Manager. May attend community meetings as assigned or requested to promote city goals, projects, and initiatives.
- Assists and directs consultants as necessary.
- Perform related work as required.
REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Knowledge of the principles and methods of public administration.
- Knowledge of the organization, functions, and problems of municipal government.
- Knowledge of the principles and methods of public finances.
- Ability to analyze administrative problems and present recommendations.
- Experience in Tax Increment Financing, local option taxation, and bonds.
- Knowledge of modern personnel administration, including labor relations.
- Knowledge of human relations, including values affecting individual and group behavior.
- Ability to establish and maintain effective working relationships with the city council, fellow employees, civic groups and the general public.
- Possess an understanding of planning, zoning, land use, and economic development.
- Familiarity with information technology and geographic information systems functions and operations.
- Ability to handle multiple demands and competing priorities; Ability to work independently.
- Ability to prepare clear and concise oral, written and graphic reports and presentations.
- Ability to effectively deal with the media.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Ability to read, speak, write and understand English to effectively communicate with citizens, city officials and employees by telephone, in written form or face-to-face.
- Ability to operate computer keyboard, calculator, telephone and similar office machines.
- Ability to perform mathematics necessary for budget, personnel management and labor negotiations.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

QUALIFICATIONS

List the minimum requirements to be considered for this position:

- B.A. in Public Administration or related field from an accredited college or university required; M.A. preferred.
- Minimum two years experience in city administration, management experience preferred, or equivalent.
- Must have or obtain valid Iowa driver’s license.

WORKING CONDITIONS

List working conditions for this position:

- Works in an office environment
- Works a standard work week while attending regular council work sessions and meetings after the hours of 5pm.
- May be required to work some overtime upon demand of workload

REQUIRED BACKGROUND CHECKS

List working conditions for this position:

- Sex Offender Registry
- Criminal Background Check
- Credit Check
- Drug Screening
- Driving Record
- Pre-Employment Physical