

## CITY OF COLLEGE PARK, MARYLAND

### CLASS SPECIFICATION

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

FLSA Status: Exempt

**GENERAL CLASS DESCRIPTION:** Positions in this classification perform a variety of responsible professional and administrative duties in support of the City Manager. Work involves the performance of special projects and provision of executive support. Must exercise considerable independence and be well versed in the programs, procedures, responsibilities and activities of the City Manager's office. May supervise employees in clerical and administrative positions in support of specific projects. Reports to the City Manager who reviews work for compliance with goals and objectives, and quality of final results.

#### **ESSENTIAL JOB FUNCTIONS:**

**The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.**

- Responsible for coordinating, analyzing and responding to proposed legislation. Obtains copies of proposed bills and distributes to City Department heads for review. Analyzes proposed bills and their impact on City operations and program and prepare reports of analyses and recommendations.
- Performs a variety of special projects for the City Manager. Serves as the contact person to the City Manager for City officials, Department managers, State and Federal agencies and other public, private and community organizations with regard to the special projects. Conducts special studies that involve determining research methodology, persons and sources of relevant information, contacting organizations and collecting information, analyzing information and preparing reports of findings, recommendations and results.
- Attends meetings and presentations with and for the City Manager, preparing pre-event materials and post-event reports as necessary.
- Monitors assigned projects; works with department heads as necessary with regard to monitoring projects assigned to departments, obtaining necessary program information, and providing information from the City Manager.

#### **KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.**

##### **Technical Knowledge:**

- Considerable knowledge of the practices, regulations, laws, programs, and functions of the City government.
- Considerable knowledge of the relationships between departments, City officials and other state and local agencies.
- General knowledge of research methodology, practices and procedures.

##### **Physical Requirements:**

- Ability to operate a variety of office equipment including computers, facsimile, copying and scanning machines.

## ASSISTANT TO THE CITY MANAGER

### **Language Ability & Interpersonal Communications:**

- Ability to deal effectively with all levels of City government, citizens and officials from State and local government, and community agencies.
- Ability to read, apply, and interpret proposed and current legislation, City code, policy manuals, contracts, and bid specifications.
- Ability to prepare a wide variety of reports, special projects, correspondence and other documents to include design, development, composition, content and style.
- Ability to coordinate the work of others.
- Ability to read and follow oral and written instructions.

### **Environmental Adaptability**

- Work is preformed in an office environment.

### **ACCEPTABLE TRAINING AND EXPERIENCE**

Bachelor's degree in public administration, political science or other related field; and 3 -5 years of progressively responsible professional experience in a municipal or public agency environment; or any equivalent combination of training and experience which provides the required knowledges, skills and abilities.

*College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*