

**CITY OF GRAND HAVEN
JOB DESCRIPTION**

ASSISTANT TO THE CITY MANAGER

Supervised By: City Manager
Supervises: Interns and other employees as directed by the City Manager
FLSA Exempt

Position Summary:

Under the supervision of the City Manager, performs a broad range of highly complex assignments in support of daily operations of the City. Plans and coordinates a variety of projects, participates in the development, implementation and administration of administrative policies, procedures and programs. Prepares reports, coordinates meetings, conducts research and writes detailed reports, press releases, memorandum and letters. Attends meetings and represents the City as needed.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists in coordinating departmental reporting and information flow, and develops, implements and maintains organizational coordination. Conducts research, develops proposals and reports and represents the City Manager at meetings as required.
2. Serves as liaison between the City Manager, other City Departments, State, local, and municipal officials, the media, community groups, businesses, and the general public. Responds to inquiries, concerns, and information requests, resolves routine issues, and refers unusually complicated situations to the appropriate party.
3. Works with other departments, and independently, on special projects and complicated endeavors. Coordinates processes, provides research and administrative support, and otherwise facilitates the successful completion of City projects.
4. Procures, negotiates and monitors performance of service contracts and other agreements as directed by the City Manager.
5. Researches grant sources and other funding resources. Writes grant applications, administers grant funds, and oversees grant expenditures and grant reimbursements.
6. Prepares the City Manager's Office budget. Purchases departmental equipment and services as directed by the City Manager, drafting requests for proposals and bid specifications as needed.
7. Oversees the City's risk management activities and acts as liaison with the City's liability insurance provider.

8. In the absence of City department heads and managers, provides administrative support to various departments as directed. Coordinates functions during interim periods to ensure continuous, routine work flow throughout the organization.
9. Keeps abreast of current issues, changing legislation and policies, new administrative techniques, and developments in the public administration field through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
10. Assists customers in person or by phone or other means, addressing and resolving standard and complex problems or issues. Addresses most situations independently and coordinates more complex issues with City Manager, department heads and managers as appropriate.
11. Provides guidance, instruction and advanced facilitation to customers regarding department operations, rules, procedures, forms, protocols and other requirements to ensure they understand processes, obtain and complete required paperwork and receive adequate and complete information.
12. Drafts standard and advanced correspondence, documents, forms, reports and related items. Proofreads critical documents.
13. Independently creates and maintains logs, membership lists, databases, spreadsheets and other reports.
14. Prepares, packets, reports and other standard and complex handouts, materials, official documents or publications.
15. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's Degree in public administration or a related field, Master's Degree preferred
- A minimum of one year of experience as an assistant to a city manager, assistant city manager or other relevant combination of experience and education.
- A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Knowledge of government operations, public administration, budgeting practices, financial preparation, grant writing, contract administration, and public relations.

- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new techniques.
- Ability to perform extensive research, compile complex data and prepare accurate records and reports, including financial analysis.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public, business and community interests, elected officials, other employees, and professional contacts.
- Ability to effectively communicate and present ideas and concepts orally and in writing, and make presentations in public forums.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to attend meetings outside of normal business hours.
- Ability to travel to various locations within the City.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office or travel to other locations.

An employee in this position is also required to occasionally work outside the office at field sites, including visiting development sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with engineering projects and construction sites. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above, observe and inspect work in progress.