ASSISTANT TO CITY COUNCIL

DEFINITION
Under general supervision, provides professional, technical and administrative support and assistance assigned City Council member. This position is a transitional (at-will) job classification and is not a part of the civil service system. Incumbents in this classification serve at the pleasure of the elected official.

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Serves as a liaison between city council members and the community with assistance to inquiries and/or complaints;
- Analyzes, interprets and explains city policies and procedures to the general public;
- Represents city council members at special events in times of absence;
- Coordinates, identifies, contacts and confirms speakers and/or participants for city events;
- Communicates and updates city manager and other executive staff on confidential issues involving requests by city council members;
- Composes confidential correspondence, performs research, conducts surveys and prepares statistical analysis to complete assigned projects.
- Maintains calendar of events and activities and schedules appointments and meetings for elected officials;
- Informs council members of pertinent information and action items that require immediate attention;
- Receives, screens, sorts and delivers incoming and outgoing mail;
- Provides customer service and assistance to citizens with questions, comments or complaints;
- Creates and develops newsletters, flyers and press releases;
- Prepares staff reports and project memos for city council members.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of City and Department policies and procedures, event planning techniques and methods, basic math calculations for budgeting purposes, desktop publishing, and quality conflict resolutions techniques;
- Skilled in assessing and prioritizing multiple tasks, projects and demands, working with multiple and conflicting deadlines to complete projects and assignments, in following and providing oral and written instructions, and in establishing and maintaining positive and productive working relationships with both internal and external customers;
- Ability to perform and train other employees on essential duties, effectively communicate verbally and in writing with all levels of staff and public, and to read, write, and speak a second language fluently is highly desired (English/Spanish).
- Proficient in the use of a personal computer hardware, electronic devices and MS Office Suite and other industry related software packages.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 10 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Any combination of formal education or professional experience that may lead to the incumbent's success AND three (3) years of experience performing administrative support duties in a local government and/or structured business environment. Must possess at the time of application and maintain a valid California Driver's License.