

## **POSITION DESCRIPTION**

Position Title: **Assistant to the City Manager**  
Department: City Manager's Office  
Division: Administration  
FLSA: Exempt  
Retirement: KPERS  
Effective Date: January 1, 2025

### **GENERAL PURPOSE**

Assists with various facets of the City's governmental organization and administration by performing routine and complex administrative, technical and professional work on a wide variety of tasks and projects. This position works closely with other departments in a collaborative manner to achieve City objectives and represents the City at various activities in the community.

### **SUPERVISION RECEIVED**

Works under the immediate supervision of the City Manager with general direction from the Assistant City Manager.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*(Note: Important duties and responsibilities may include, but are not limited to, the following)*

- Serves as a professional staff resource to the City Manager, Assistant City Manager, Mayor, and City Commission.
- Provides independent analytical research for special projects including review of various City ordinances, policies, state statutes, published best practices, and current City policies and procedures.
- Prepares reports which present and interpret data, identify alternatives and makes policy recommendations.
- Serve as project manager for a variety of items, coordinating with City departments and external organizations in a collaborative approach as necessary.
- Provide presentations to the governing body during public meetings on special projects as needed.
- Assists with the coordination of staff responses regarding Governing Body and Citizen inquiries and complaints.
- Provides analytical and managerial support in the City's budget process.
- Drafts operational policies and procedures, financial policies and municipal ordinances.
- Facilitates tracking of documents for City Manager and Assistant City Manager including policy reports and contracts, ensuring appropriate review and signatures.
- Supports Economic Development Office activities including grant applications and monitoring, tracking of grants, communication with local businesses, online property system updates, and event preparation including the annual business symposium.
- Tracking of City's enterprise fleet program.
- Participate in and provide ongoing proactive support for public outreach opportunities to raise awareness of City projects and activities, including social media, City website, newsletter preparation and other communication strategies.
- Prepare grant applications and compliance monitoring as needed.

- Provides administrative support to the City Manager and Assistant City Manager in coordinating schedules, answering calls to the City Manager's office, managing walk-in traffic, coordinating meeting attendance, ordering office supplies, managing electronic files, and preparing documents.
- Processes invoices, requisitions, and purchasing card reconciliations, monitoring applicable City Manager's Office and other budget lines.
- Provides assistance to departments as needed for special assignments.

### **PERIPHERAL DUTIES**

- Attends and participates in professional group meetings; stays attuned to new trends and innovations in the field of municipal government including sustainability and technology trends.
- Confers with consultants, contractors, City staff and others on various department projects and events.
- May represent the City at community or outside agency events and meetings or serve on agency committees, as directed by the City Manager.
- Attends daytime and evening Commission and other governmental body meetings to gather information and feedback to help with future planning.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- (A) Bachelor's degree in Public or Business Administration or related field; and
- (B) Minimum of two years' experience working in local government or a related field; or
- (C) Any equivalent combination of education and experience commensurate with above, demonstrating increasing responsibility and management skills.
- (D) Proven experience with computers and software applications to include Microsoft Office programs such as Word, Excel, Outlook and database software.
- (E) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

#### **Necessary Knowledge, Skills and Abilities:**

- (A) Working knowledge of modern policies and practices of public administration and all related departments;
- (B) Knowledgeable in federal, state and local laws and operations;
- (C) Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment;
- (D) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion;
- (E) Ability to successfully prioritize multiple projects and manage time accordingly;
- (F) Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, other agencies and organizations and the general public.
- (G) Ability to communicate complex issues effectively, orally and in writing; ability to present a diverse range of material using a variety of media.

### **DESIREABLE QUALIFICATIONS**

- Master's degree in Public Administration preferred.
- Financial document processing experience preferred.
- Ability to develop, coordinate and direct varied programs. Progressively responsible experience in managing programs/activities.

**TOOLS AND EQUIPMENT USED**

Personal computer, including Microsoft Office, word processing, spreadsheet and database software, internet and social media; printer; copy machine; fax machine; scanner; and multi-line telephone system.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

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

The noise level in the work environment is usually quiet.

**SELECTION GUIDELINES**

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection, background investigation, reference check and post-offer medical examination to include a drug screen; and other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the City and employee/individual and is subject to change as the needs of the City and requirements of the job change.

**APPROVAL AUTHORITY:**

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date