

ASSISTANT TO THE CITY MANAGER
(City of Peekskill)

GENERAL STATEMENT OF DUTIES: Assists the City Manager in administrative procedures; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the City Manager, performs activities of a staff nature in an organization of considerable complexity. This position involves responsibility for some combination of the departmental processes of personnel and Civil Service administration, budgeting, financial record keeping, purchasing, statistical analysis of departmental processes, and usually for advising other departments on matters concerning organization procedures, and the general business administration of the department. An employee in this position may be called upon to consult with departmental officials concerning new or altered administrative policies. Public contacts are often required in carrying out the responsibilities of this position and duties are performed with considerable leeway for the exercise of independent judgment within the established policies of the department. Supervision may be exercised over a number of clerical workers and a general responsibility for the staffing of clerical positions in the department may be involved.

EXAMPLES OF WORK: (Illustrative Only)

Represents City Manager in contacts with the public, division heads, other department and staff agencies such as the Personnel Office;

Analyses operation and operating needs;

Advises City Manager on remedial action;

Plans flow of work;

Interviews and hires clerical staff and confers with supervisors on staffing problems;

Assists in the preparation of budget materials and the processes involved in budget execution;

Supervises the maintenance of necessary detailed records of operation expenses, revenues, etc.;

Analyzes data submitted to City Manager;

Makes studies and recommends changes in organization, methods, and procedures.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the methods used in departmental administration of Civil Service, personnel, budget and financial record keeping and of the general principles involved in public personnel and public budgeting; good knowledge of the principles and practices of office management; familiarity with research methods and the fundamentals of statistics; ability to make clear and accurate analysis of facts, figures, processes, etc.; ability to become familiar with and to adapt to laws, regulations, policies, practices, etc., with ease; ability to plan and supervise the work of others; ability to present data, reports and comments clearly and concisely in either oral or written form; tact; courtesy; good judgment; thoroughness; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a recognized college or university with a Bachelor's Degree and one year of experience of an administrative or supervisory nature in accounting, public administration, personnel administration, financial management or related fields; (b) five years of experience of an administrative or supervisory nature in accounting, public administrative, personnel administration, financial management or related fields; (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Experience obtained as an intern in Public Administration may be substituted for an equal amount of the required experience.