

ASSISTANT TO THE CITY MANAGER
(CITY OF RYE)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the City Manager, an incumbent of this position is responsible for assisting the City Manager in the administration of City affairs by performing 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, risk management, budgeting, statistical analysis of departmental processes, advising other departments on matters concerning organization policy and procedures, and the general business administration of the department. Coordination and administration of the City Safety Program, including staff training and monitoring of all Workers' Compensation cases is also a responsibility of this position. 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. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the administration of City affairs;

Represents City Manager in contacts with the public, department heads, members of the City Council;

Acts as liaison between City Manager and City Council, department heads, other City employees, residents and civic groups, regarding operations, procedures, services, complaints, suggestions, etc.;

Acts as Risk Manager and serves as the Director of Safety Committee coordinating City training programs and ensuring compliance with safety policies, procedures, and regulations;

Conducts studies of the administrative organization, procedures and policies of City departments and boards, analyzes operations and operating needs, and proposes suggestions for improvements and efficiencies to City Manager;

Develops and prepares reports, grant proposals, applications, contracts, statistical and financial abstracts;

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

Assists in compiling information the planning and financing of capital projects related to assignments;

Assists the City Manager in compiling information used for the negotiation of labor contracts with the City's multiple bargaining units;

Assists the City Manager in personnel and civil service administration, including conducting salary surveys, recruitment, screening and interviewing applicants to make hiring referrals to department heads, and preparation of reports of personnel changes for Westchester County Department of Human Resources;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Receives and reviews Workers' Compensation, disability claims and FMLA applications to ensure that appropriate paperwork is submitted and required approvals are obtained, and responds to related questions;

Administers employee benefits programs and maintains corresponding records;

Analyzes data submitted to City Manager and supervises the maintenance of necessary detailed records of operation expenses, revenues, etc.;

Responsible for special projects as assigned by the City Manager;

May be assigned complete charge of any operating unit(s) for a period of time;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the general principles involved and methods used in public personnel administration and municipal budgeting; good knowledge of principles, practices and organization of municipal government administration and general public administration; good knowledge of the concepts and techniques of municipal operational planning; good knowledge of research methods and fundamentals of statistics; ability to become familiar with and to adapt to laws, regulations, policies, practices, etc., with ease; ability to interpret and make clear and concise analyses of facts, figures, and processes; ability to maintain records; ability to formulate and conduct special studies; ability to communicate effectively and present data, reports and comments clearly and concisely in either oral or written form; ability to deal effectively with local officials, employees and the public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tact; initiative; accuracy; courtesy; honesty; integrity; sound judgment; resourcefulness; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either: (a) a Master's Degree* in Public Administration or related field and one (1) year of experience in a local, state or federal government agency that involved formulating, interpreting, or implementing governmental policies and/or programs in an administrative support, staff or supervisory capacity**; or (b) three (3) years of experience as described in (a).

SUBSTITUTION: An internship in public administration may be substituted on a month-to-month basis for the experience specified above.

**DEFINITION: Staff or administrative support experience is defined as providing support or back-up functions to higher level administrators in areas such as: office management; participation in budget preparation and monitoring; payroll and personnel type functions; involvement in the development and/or review of department-wide practices and

**DEFINITION (Cont'd.):

procedures; evaluating departmental operations; participation in planning; financial recordkeeping, accounting, or management activities; purchasing; public relations, community relations, public information activities; and other similar functions. "Line" functions involved in the delivery of services or in the day to day operations of a department would not be qualifying experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

City of Rye
J. C.: Exempt
Additional position: Competitive
FAA9
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Job Class Code: 0895