



**City of Klamath Falls**

**Position Description**

Position: Assistant to the City Manager	Group: Non-represented
Department: City Administration	FLSA: Exempt
Evaluated by: City Manager	Salary Grade: 124

**Summary**

Under the general direction of the City Manager, assists in the general management of the City; performs highly complex and responsible assignments and projects of a confidential nature related to economic development, operational efficiency, financial services, court operations and planning. Works closely with department managers and directors on projects impacting individual areas or divisions/departments. May represent the City Manager in various forums both internally and externally to the City organization.

**Distinguishing Career Features**

The Assistant to the City Manager independently performs a wide variety of complex work in broad support of City goals and objectives. An initial step in this career path is Management Analyst.

**Essential Duties and Responsibilities**

- Supervises support staff for the City Manager and City Attorney in the Administration Division and supervises Municipal Court staff in the Support Services Department, in accordance with the City Employee Handbook and other applicable policies and procedures; trains and mentors staff; and, plans, assigns and directs work.
- Responsible for the managing, marketing, and disposition of City-owned surplus and economic development properties.
- Provides supervision and responsibility for management of all City grant files.
- Assists the City Manager in developing the budget for the Administration Division and Municipal Court.
- Confers with departments concerning administrative and operational problems, gathers and organizes information, analyzes data and makes appropriate recommendations to departments and the City Manager.
- Coordinates interdepartmental activities with department directors and other City personnel.
- Conducts, studies, analyzes data, accepts public input and prepares reports relating to

economic development and other areas of responsibility as directed.

- Serves as primary point of contact for economic development land use issues.
- Represents the City Manager and the City at meetings with other government agencies, business groups, community groups and the public.
- Provides support to the City Manager by following up on the implementation of policies and actions of the City Council.
- Oversee and manages the development and structure of the City's marketing and public relations efforts including traditional media, website, social media, etc.
- Coordinate and conduct citizen and staff surveys and polls to identify information needs or opinions regarding programs, policies, and procedures.
- Coordinates intergovernmental relations and performs legislative analysis.
- Makes presentations to the City Council, boards and commissions as required.
- Performs special projects and related duties as assigned.

## **Qualifications**

### ▪ **Knowledge and Skills**

Principles of public administration, current social, political, and economic trends affecting municipal government; principles of court administration. Applicable federal and state laws affecting local government with emphasis on Oregon's land use system; principles and methods of statistical analysis and research; local government organizations; intergovernmental relations; and strategic and long-range planning.

Skill in research and analysis; system evaluation; communications, including active listening; building and maintaining effective professional relationships; complex problem solving, including building forward-looking models and using mathematics to solve problems; judgment and decision-making; project management and time management

### ▪ **Abilities**

Ability to: interact effectively with the City Council, City Manager, department directors, other City employees and the public; analyze complex administrative problems and make sound policy and procedural recommendations; communicate clearly and concisely, both orally and in writing; properly interpret and make decisions in accordance with applicable laws, regulations, and policies; and prepare complete and accurate reports.

### ▪ **Physical Abilities**

Requires sufficient hand-eye-arm coordination to use a keyboard, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to read words and numbers. Requires auditory ability to carry on conversations over the phone and in person, one-on-one, and in small groups.

### ▪ **Education and Experience**

The position typically requires a masters degree from an accredited college or university

in Public Administration, Business Administration, or a closely related field, and two (2) year of experience in the public sector or related field. A combination of training and experience that provides the required knowledge, skills, and abilities can substitute for some education.

- **Licenses and Certificates**

Requires a valid Oregon driver license or the ability to obtain within three months of hire date.

- **Working Conditions**

Work is performed indoors with minimal exposure to health and safety risks.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.