



respect - Communication - Integrity - Teamwork - family

City of Klamath Falls, Oregon  
Job Description

**Management Assistant to the City Manager/  
Senior Planner**

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**DEPARTMENT/DIVISION: Administration/Planning**

**GRADE: M-2**

**GROUP: Non-Represented**

**FLSA STATUS: Exempt**

**EFFECTIVE DATE: July 1, 2016**

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**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, and Planning; Works closely with Department Managers and Directors on projects impacting their individual areas; May represent the City Manager in various forums both internal and external to the City organization.

**EXAMPLES OF DUTIES**

The duties of the Management Assistant to the City Manager include, but are not limited to the following:

- Supervises support for the City Manager and the City Attorney in the Administration Division.
- 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 is developing the budget for the Administration Division.
- Confers with the departments concerning administrative and operational problems, gathers and organizes the information on these problems, analyzes the data and makes appropriate recommendations to the department and the City Manager.
- Coordinates interdepartmental activities with department directors and other City personnel.
- Interprets, analyzes and applies land use ordinances, codes and regulations.
- Conducts studies, analyzes data, accepts public input and prepares reports relating to land use, 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 in following up on the implementation of policies and actions of the City Council.

- Oversees 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.

### **SUPERVISORY RESPONSIBILITIES**

This is a supervisory position. The employee in this position carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, training and mentoring employees; planning, assigning, directing work, evaluating performance, and coaching and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATION REQUIREMENTS**

#### Education and/or experience:

Typical education would include a Bachelor's Degree from an accredited college, university or equivalent with major work in Public Administration, Business Administration, Economics, Planning, or a closely related field. A combination of training and experience that provides the required knowledge, skills and abilities can be substituted for the required education

#### Desired:

A Master's degree from an accredited college or university.

### **KNOWLEDGE, SKILLS and ABILITIES**

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of: Principles of public administration, current social, political, and economic trends affecting municipal government; applicable Federal and State laws affecting local government with emphasis on Oregon's Land Use System; principals 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; communication 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.

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 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 qualified individuals with disabilities to perform the essential functions.

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

The employee must occasionally lift and/or move up to 20 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 qualified individuals with disabilities to perform the essential functions.

The duties of this position are performed in a temperature-controlled, well-lit office environment.

The noise level in the work environment is usually quiet.

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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.

