

CITY OF GLENDALE

TITLE: Assistant to the Mayor	CLASS CODE: 184
REPORTS TO: Mayor	GRADE: 33
DEPARTMENT: Mayor	FLSA: E
JOB SPECIFICATION DATE: July 1, 2008 cm	

JOB SUMMARY

Plans, organizes and manages the activities and staff within the Mayor's office. Develops strategies for the operation and improvement of the Mayor's office.

ESSENTIAL FUNCTIONS

1. Plans, organizes and manages the activities and staff within the Mayor's office; develops procedures and activities to carry out the Mayor's goals and objectives.
2. Develops strategies with the Mayor or Deputy City Manager on activities and issues; keeps the mayor advised of organizational and community issues.
3. Interacts with citizens and employees, representing the Mayor; investigates sensitive inquiries and complaints, determines responsible departments and establishes inter-disciplinary teams to solve problems and develop resolution.
4. Performs research on assigned problems or issues, analyzes findings and develops reports and recommendations for changes in policies and procedures; presents findings in oral or written form.
5. Researches and writes speeches or other communications, oversees preparation and distribution of written materials for the Mayor including correspondence.
6. Oversees departmental issues including recruitment, application processes, interviews, training, newsletters and special events.
7. Coordinates all Mayor's Youth Advisory Commission activities and acts as advisor to the students.
8. Coordinates activities; acts as liaison to staff members who work with the mayor.
9. Prepares and monitors the department's operating budget.
10. Attends various meetings to keep apprised of issues affecting the Mayor.
11. Strategically plans and manages citizen group meetings and projects and oversees follow-up activities.

SECONDARY FUNCTIONS

12. Performs other related duties as assigned

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- The principles and practices of public administration and local government structure and services
- Laws, ordinances, and regulations governing municipal governments
- Management theory, principles, and practices
- Customer service principles and practices
- Research and analysis techniques, methods, and procedures
- Budget principles and practices

Skill in:

Computerized information systems and their application to local government functions
Customer service and problem resolution practices
Making oral presentations at public meetings, forums and department meetings

Ability to:

Effectively negotiate mutually agreeable solutions between citizen groups and the Mayor
Analyze issues, draw logical conclusions and develop strategies for resolution of issues with political consequences
Plan, organize and manage the work of others
Identify potential political problems and solutions
Consider all factions and determine how city programs and activities will impact the Mayor
Communicate effectively orally and in writing
Establish and maintain effective working relationships with elected and appointed officials, executive team, community leaders, other government agencies, city staff and the general public

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Political Science, Management or a related field and five years of progressively responsible administrative experience in a municipal government, including two years of supervisory experience. A Master's degree is preferred.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license