

CITY OF CRYSTAL LAKE
JOB DESCRIPTION

Position: Assistant to the City Manager
Position Code: 0119
Department: Administration
FLSA Status: Exempt
Union Status: Non-Union
Date Approved: May 2020

Objective

This is administrative work assisting the City Manager and Deputy City Manager in the coordination and supervision of City functions and programs.

Work involves responsibility for assisting the City Manager and Deputy City Manager in the administration and coordination of various governmental functions and programs. Work includes communicating with the City Council, City departments, and general public as necessary; and assisting the City Manager and Deputy City Manager in the implementation of special programs and projects. Work is performed under the direction of the City Manager and Deputy City Manager.

Relationships

Reports to: City Manager and Deputy City Manager

Supervisory Responsibility: May supervise employees as assigned

Essential Functions

Assists the City Manager on special assignments and at meetings; assumes responsibility for special projects and programs as determined by the City Manager.

Performs management analysis and prepares research reports to serve as a basis for review and action by the City Manager; communicates administrative policy, instructions, and procedures; responds to public inquiries concerning City policies and programs on behalf of the City Manager; attends related meetings.

Prepares City Council Agenda items as needed.

Assists the City Manager in the development of management improvements; analyzes operating problems and suggests policy or program adjustments as needed; including preparation of the annual municipal budget.

Provides effective and efficient customer service and promotes and maintains responsive community relations.

Attends professional development workshops and seminars to keep abreast of trends and developments of municipal government.

Manage and coordinate a variety of programs and projects including the curbside recycling and refuse collection program.

Depending on area of assignment, may perform in the following capacities:

Manages and coordinates activities at the Three Oaks Recreation Area. This includes activities related to employee recruitment, retention and supervision; budgeting; customer relations; policy formation; and site development.

Maintains City website, social networking sites, and local access cable channel with current, informative and interesting information.

Assists in the administration of the City's risk management and safety programs; coordinate program activities and regulations.

Responds to Freedom of Information Act (FOIA) Requests; with the Assistance of the City Attorney, coordinates the compiling of information for release; formulates and enforces the City's policy regarding information disclosure.

Serves as staff liaison to City Committees, performs related duties including assisting with the preparation of minutes and agendas and managing grant requests.

Assists the Human Resources Department; may participate in the City's collective bargaining effort, by taking minutes, researching topics and preparing materials for the negotiating sessions; conducts research, assists in recruitment and in activities related to employee relations.

Creates bids and/or RFP documents for various City departments for the purchase of services or equipment.

Follows safe work practices.

Performs other related duties as assigned.

Qualifications

Education and Experience

Graduation from a four-year college or university with major course work in public or business administration, political science or a related field, supplemented by a master's degree in public or business administration.

Experience in local government, serving in an administrative or managerial capacity; or any equivalent combination of training and experience, which provides the following knowledge, abilities, and skills.

Knowledge, Skills, and Abilities

Considerable knowledge of general management and office organization principles and practices.

Thorough knowledge of the structure, functions, and operations of municipal government.

Considerable knowledge of administration and its applications to local government.

Considerable ability to tactfully, yet persuasively help enforce City policies with residents and/or the public.

Ability to quickly acquire a comprehensive knowledge of the organization, function, and operating methods of the City.

Ability to organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Ability to establish and maintain effective working relationships with other City officials, the City Council, employees, and the public.

Ability to analyze complex public policy issues and issue informed management recommendations.

Ability to express ideas effectively both orally and in writing.

Ability to operate various pieces of equipment for cable television or public presentations.

Ability to attend meetings with officials or citizens on behalf of the City Manager, including night meetings, and to speak on the City Manager's behalf or gather information for subsequent action by the City Manager, as assigned.

Ability to operate a personal computer with the software and programs necessary to perform the work of the department.

Special Requirements

Valid Illinois driver's license.

Tools and Equipment Used

The following list of tools and equipment is representative and not necessarily an all-inclusive inventory of items needed to successfully perform the essential job duties;

Personal computer, including internet, word processing, spreadsheet, publishing and database software; scanner/copier, calculator, telephone, fax machine, and automotive vehicle.

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 individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Attendance Requirements

Attendance is required for a 40-hour workweek, which consists of five 8-hour days. Attendance at City Board and Committee meetings and other evening or weekend meetings representing the City may also be required.

Also may be required to respond during off-hour, weekend, and/or holiday shifts, and may be assigned by the City Manager to fulfill any critical needs under their purview.

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 individuals with disabilities to perform the essential functions.

Work activities are mostly conducted in a climate-controlled office setting. There are no hazardous or significantly unpleasant conditions. The noise level in the work environment is usually quiet in the office.

Work is occasionally performed in an outside weather condition. While performing duties of this job, the employee may be exposed to minimal environmental factors. The noise level in the work environment is usually moderate to loud in the outdoor work setting.

The employee filling this position is responsible for complying with all written safety rules and regulations together with all instructions from supervisory personnel pertaining to the safe performance of his/her duties.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.