



## CITY OF OVERLAND PARK - POSITION DESCRIPTION

<b>TITLE:</b>	Assistant to the City Manager	<b>BAND/LEVEL:</b>	PROF IV
<b>DEPARTMENT:</b>	City Manager	<b>JOB NO:</b>	2080
<b>DIVISION:</b>	City Manager	<b>DATE:</b>	04/03/2019
<b>REPORTS TO:</b>	City Manager	<b>FLSA STATUS:</b>	Exempt
<b>FT/PT/SEASONAL:</b>	Full-time	<b>COST CENTER:</b>	121
<b>REPLACES:</b>	Assistant to the City Manager	<b>LAST REVISED DATE:</b>	02/21/02

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**JOB SUMMARY STATEMENT:** Provides professional staff assistance to the City Manager, Mayor, City Council, Deputy City Manager, Assistant City Manager and departments on a wide variety of tasks and projects. Assists with conducting analysis and preparing reports on a range of municipal policies, procedures, and services. Assists with management of the City's economic development programs. Participates in management team for internal operating policies and financial direction of the City. Assists in the preparation of operating and capital improvements budgets. Serves as a member of City employee committees as directed. Responds to citizen complaints/requests for service.

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### DUTIES AND RESPONSIBILITIES:

1. Serves as a professional staff resource to the City Manager and City Management Staff.
2. Provides professional staff support to the Mayor and City Council.
3. Performs special research and project assignments including collection, compiling and analyzing complex information from various sources on a variety of topics. Prepares reports which present and interpret data, identify alternatives and makes recommendations.
4. Assists Deputy City Manager with management of the City's economic development programs.
5. May serve as project manager on reviews of various issues or special projects internal to the organization, and special events going on in the community.
6. Provides assistance to departments and department heads as needed and for special project assignments.
7. Provides assistance and support in preparation of the annual operating budget and five-year financial planning process including preparation and review of the five-year capital improvements and maintenance plans.
8. Assists in preparation of agendas and staff reports for City Council and Council Committees.
9. Investigates complaints and requests for services, and confers with members of the public to explain policies and programs. Contacts citizen or complainant to comprehend situation. Contacts appropriate staff members as necessary.
10. May represent the City at local, regional and national meetings, compliance inspections, and local task forces on environmental issues.
11. May represent Mayor, City Council and City Manager at meetings, functions, community events and various governmental, professional and civic organizations.

12. Assists with various special projects as assigned.
13. Serves on City employee committees as directed.
14. Assists with Mayor/Council and City Manager cost center budget and fixed assets.
15. Responds and participates to City emergency operations and incident management as directed.
16. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
17. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## GENERAL QUALIFICATIONS

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### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in Public or Business Administration or additional equivalent experience.
- Master's degree in Public Administration preferred.
- Must possess an appropriate, valid drivers' license and maintain an insurable driving record.

### EXPERIENCE:

- Two-three years of responsible experience in municipal administrative work, or an equivalent level of experience and education.

### SKILLS:

- Excellent oral and written communication skills, to include public speaking.
- Analytical skills including research skills, ability to interpret data, ability to conceptualize, ability to analyze information, and ability to write formal recommendations based on findings.
- Basic math and accounting skills.
- Ability to use spreadsheet, word processing and other computer programs.
- Demonstrates emotional intelligence.
- Relationship building.
- Ability to Interpret state statutes and municipal codes.

### MENTAL REQUIREMENTS:

- Ability to work independently.
- Good listening skills.
- Ability to read and comprehend city, state and federal regulations.
- Ability to analyze complex problems and recommend possible solutions.
- Ability to speak before the public.
- Ability to recognize and protect confidential information.
- Ability to assess a situation and use judgement in responding.
- Abstract and logical reasoning.
- Ability to prioritize and manage multiple tasks and projects.



**PHYSICAL REQUIREMENTS:**

- Hand and eye coordination adequate to use computer.
- Ability to make and receive phone calls.
- Travel locally and outside of the state.
- Ability to sit and be attentive for extended periods of time.
- Ability to speak clearly and distinctly.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- Indirect: City Manager Office Support Staff.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.