



CITY OF RIO COMMUNITIES JOB DESCRIPTION

Position: Assistant to the City Manager

Status: non-exempt

Classification Responsibilities:

An Assistant to the City Manager performs responsible work in conducting a wide variety of activities relating to organizing, coordinating, and implementing management projects at the direction of the City Manager or designee. Work includes project oversight for a variety of projects and programs. The incumbent is expected to exercise initiative and judgment in conducting assigned duties in the following areas: Special Projects, (e.g., library start-up, community program development, planning and compliance assistance, and grants).

Special Projects:

Organizing and coordinating special projects requested by the City Manager and resolving issues in problem areas as needed. Employees in this classification are responsible for preparing reports and correspondence to express objectives, findings, recommendations, and goals to the City Manager, City Council, etc., as directed.

Distinguishing Features:

This classification has been designated as a classified, merit system position. Employees in this class may be required to attend meetings of the City Council and Council committees, which may require working early morning or evening hours. The Assistant to the City Manager receives administrative direction from the City Manager who evaluates work through conferences, meetings, written reports, and results achieved.

QUALIFICATIONS

Minimum Qualifications Required:

Graduation from an accredited college or university with an associate degree in a discipline related to the responsibilities of the position, with at least one (1) year of responsible experience in special projects coordination, plan drafting and review, technology, and innovation; or an equivalent combination of education and experience.

Special Requirement:

Must possess a valid New Mexico Driver's License by hire or promotion date.

Preferred/Desirable Qualifications:

Experience with preparing and reading planning documents and drawings; experience with Microsoft Office Suite or similar software; and experience dealing with municipal residents and the public are highly desirable, but not necessary.

Knowledge and Abilities:**Knowledge of:**

The principles and practices of planning, organizing, and directing city projects as assigned by the City Manager; principles and practices of document and presentation preparation, conflict resolution, and project management; and planning and compliance principles, procedures, and practices.

Ability to:

Effectively manage assigned projects; resolve complex problems within the areas of assignment; make decisions, exercise resourcefulness, and prioritize tasks to meet a variety of demands; gather pertinent facts, make thorough analyses, and arrive at sound conclusions; quickly analyze what information is required, then gather it in an expeditious manner; analyze, interpret, and report research findings and recommendations; present ideas concisely and effectively, both orally and in writing; work with groups outside the City, City officials, City management, department and division directors, and supervisors to develop viable consensus solutions to problems; readily adjust to a variety of work assignments and procedural changes; maintain effective working relationships with political officials, City officials, City management, coworkers, other professionals, and the general public.

The duties listed above are intended only as general illustrations of the diverse types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Supervision:

Duties are performed under the direct day-to-day supervision and administration of the City Manager. Independence of action is stressed in general performance of duties. The Assistant to the Manager is subject to the terms of the City of Rio Communities Personnel Policy.

Physical Demands:

While performing the duties of this position, the employee will be working mainly indoors. The employee may be subject to complaints that could involve disgruntled citizens or situations where bodily injury could take place. The employee is required to communicate both orally and in

writing. Employee must be able to reach and manipulate objects, tools, controls, drive, type, and lift up to 20 pounds.

Pre-Employment Requirements:

Must be able to successfully pass a drug screen and background check.

Compensation Type: Hourly position, paid every two weeks.

Exemption Status: Non-Exempt.

Salary:

Starting wage or salary is negotiable within established wage range depending on qualifications, education, and training in related fields. Compensation is determined yearly by budgetary process. The Assistant to the City Manager shall receive the compensation as allowed by the City of Rio Communities Classification and Pay Plan as adopted by the governing body and as amended by said body from time to time or as set in the city budget from time to time.

I have read and received a copy of this job description. I can do the functions listed for the job and meet the minimum qualifications of the job.

Print Employee Name

Employee Signature

Date