

Adopted: September 2001, Revised: _____

Class Title: Assistant to the City Manager

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Represents the Executive Department in contacts with the City Departments, City Council, the news media, and the public. Schedules, organizes, and plans the agendas and preparation of briefings for the City Manager. Coordinates office automation. May supervise the administrative support staff for the City Manger's office.

May officially represents the City at functions and events.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Conducts special projects by researching and analyzing program feasibility, performing tasks related to budget preparation, and working on long term assignments that involve coordinating work efforts of several departments, outside agencies and others.
2	S	Serves as a City Council liaison by participating in the preparation of Council materials, serving as the key contact for City Council requests and correspondence, attending meetings, maintaining related correspondence, providing staff support to various City Council task forces and committees, organizing and planning agendas, and scheduling presentations. Promotes public relations by addressing citizen complaints and communicating the City Manager's vision for neighborhoods to Civic groups and residents.
3	S	Acts as a public liaison by participating in the preparation of public materials, serving as the key contact for citizen concerns, and assisting in matters on behalf of civic groups and organizations within the area. Acts as a liaison with Navy and Military organizations by meeting with the Navy Regional Commander to resolve issues impacting the City and the Navy.
4	S	Serves as the City representative to the Navy League by being the key contact person for the partnership between the Navy League and the City of Norfolk. Provides office direction by coordinating support staff's work efforts, coordinating office automation activities, assisting in the development of new programs, and supervising the administrative staff
5	S	Acts as City's Naval protocol officer, advising City officials on military formalities, arranging meetings with military and foreign dignarities.
6	S	Represents the City and the City Manager at functions and events, at the direction of the City Manager.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent..
Experience	Two years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read City ordinances, codes, letters, memorandum, reports, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as statistical information.
Writing	Work requires the ability to write City Council request responses, letters, memorandum, reports, and general correspondence.
Managerial	Managerial responsibilities include coordinating high visibility projects, preparing agendas, and occasionally assuming City Manager's responsibilities.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinates, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. Occasionally, 10 lbs. Frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Office equipment, presentations
Sitting	F	Computer, desk work, meetings, driving
Walking	O	Inter-office, to/from meetings
Lifting	R	Office supplies, files, reports
Carrying	R	Office supplies, files, reports
Pushing/Pulling	R	Supplies, equipment, file cabinet drawers
Reaching	R	Supplies, files, reports, telephone
Handling	O	Supplies, files, reports
Fine Dexterity	F	Computer keyboard, writing, telephone keypad
Kneeling	R	Retrieving files
Crouching	R	Retrieving files
Crawling	N	
Bending	R	Retrieving files
Twisting	R	Retrieving files
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer monitor, reading, writing, driving
Hearing	C	Communicating with personnel and general public
Talking	F	Communicating with personnel and general public
Foot Controls	R	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, telephone, computer, printer, standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)