

Adopted: June 2001, Revised: September 2015

Class Title: Special Assistant

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Manages and administers a defined project or program in support of a city-wide initiative implemented by the City Manager. Develops and implements strategic plans, creates and implements project/program policies and procedures, and manages staff as needed. Represents the City Administration through communications with City Departments, City Council, and the public.

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	Establishes and implements the philosophy and operating policies and procedures for a city-wide project/program; administers project/program in accordance with federal, state, and local polices; researches, interprets, and applies state and federal regulations to ensure compliance.
2	S	Trains and supervises project/program staff. Provides guidance to staff that work with or for the project/program indirectly.
3	S	Develops and implements ongoing strategies relating to a project/program. Develops and analyzes key project/program key performance measures and adjusts strategies based on performance.
4	S	Prepares grants, position papers, policy briefs, analytical reports, and advocacy tools; assists with budget presentation to obtain financial resources for identified needs and monitors expenditures; prepares and presents information pertaining to workforce development and veterans' services; conducts forums, workshops, and training on current issues and emerging trends.
5	S	Represents the City Administration through communications with City Departments, City Council, and outside entities.

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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, with major course work in public policy, human resource or human relations management, business operations, or other related fields.
Experience	Three years of responsible professional work experience in program management
Certifications and Other Requirements	Valid Driver's License may be required.
Reading	Work requires the ability to read City ordinances, codes, letters, memoranda, reports, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as compiling statistical information and preparing forecasts.
Writing	Work requires the ability to write City Council request responses, letters, memoranda, reports, and general correspondence.
Managerial	Managerial responsibilities include coordinating high visibility projects, preparing agendas, and representing the City, as assigned. .
Budget Responsibility	Assists with budget preparation for assigned programs.
Supervisory / Organizational Control	Supervises any assigned professional or support staff including assigning and monitoring work, evaluating performance, addressing disciplinary issues.
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	Incumbents contact 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. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies is also required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions are conducted with City officials, City Council, and the public.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	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		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	N	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse	--
Electrical Hazards	N	Noise and Vibration	N	Shop	--
Fire Hazards	N	Fumes and Odors	N	Vehicle	--
Explosives	N	Wetness/Humidity	N	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	N	Other (see 2 below)	--
Physical Danger or Abuse	N				
Other (see 1 below)	N				

- (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	R
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)