

ASSISTANT TO THE COUNTY MANAGER

CODES/PAY GRADE

Class Code: 1037

EEO Code: B

FLSA: E

Pay Grade: D

MAJOR FUNCTION

Responsible administrative and technical staff work assisting the County Manager and other key management people in carrying out the functions and activities necessary for the effective and efficient operation of the County.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Responds to complaints and requests for assistance from the public brought to the attention of the County Manager's office. Reads, clarifies, refers and answers memos, reports and correspondence. May instruct, assign or supervise the work of subordinate employees in the accomplishment of the work.

Initiates and carries through to completion special programs as directed by the County Manager.

Makes investigations and prepares reports on a variety of subjects. Assists other divisions in the preparation of reports or as otherwise needed.

Assists in analyzing various requests. Provides advice and assistance when needed concerning same.

Maintains close contact with other County Departments/divisions and necessary contacts with outside agencies. Acts on behalf of the County Manager when directed.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern business methods and procedures applicable to public administration.
Knowledge of the methods used in making statistical surveys and the preparation of reports.
Knowledge of public administration techniques, principles and practices.

Ability to analyze and solve administrative problems and render advice and assistance on each.

(Assistant to the County Manager continued)

Ability to present oral and written comments and recommendations clearly and concisely. Ability to represent the County in public speaking requests. Ability to make sound independent judgements. Ability to maintain good public relations with subordinates, superiors and the public. Ability to conduct investigations and to prepare accurate analysis for reporting purposes. Ability to effectively supervise subordinate employees.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Business Administration or related field, and two (2) years of progressively responsible administrative experience.

A comparable amount of experience, education, or training may be substituted for the minimum qualifications requirement.

ADA REQUIREMENTS

Physical Demands: Sedentary work; ability to talk.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and professional journals and manuals; financial reports, letters, memos, abstracts, instructions; legal documents, ordinances and statutes. Ability to perform general mathematical functions. Ability to write reports, financial reports, memos, letters, instructions and procedures. Ability to speak publicly; conversant in theory and practices of discipline; persuasive speaking. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/97
Replaces/New 10/95