

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE#/TITLE: NB456 Assistant to the City Manager
POSITION #/TITLE: 2576 Assistant to the City Manager	Adopted: 09-09
	Revised: 05-14

POSITION DESCRIPTION

Dept: City Manager	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 15
Reports To Position #/Job Code #/JC Title: 2353/CN001/City Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Works under the direction of the City Manager. Provides management support for projects and programs for the City Manager, including strategic planning systems, interdepartmental coordination, and customer service systems. Manages legislative policy development for the City Council and City Staff. Coordinates state and federal legislation activities on behalf of the City.

Distinguishing Features of the Class

Extensive leeway is granted for the exercise of independent judgment and initiative. Provides work directives to City managers and directors throughout the City related to the development and coordination of legislative policy and activities and City-wide projects and programs.

Examples of Essential Work (Illustrative Only)

Coordinates activities of designated City special projects and programs to ensure the objectives of the project or program are accomplished within prescribed time frame and funding parameters;
Coordinates City-wide activities which may involve multiple departments and/or outside organizations;
Researches and brings to resolution administrative and municipal issues, and manages requests requiring interdepartmental coordination at the request of the City Manager and/or City Council;
Establishes and coordinates general management systems related to Department performance, strategic planning, and project management;
Manages cross-functional organizational development activities and assists the City Manager with City Council initiatives through management of leadership planning activities;
Serves as liaison between the City Manager's Office and professional support staff throughout the City to gather information, share ideas and focus on interdepartmental effectiveness;
Develops, plans, and manages oversight of customer service systems;
Coordinates Citywide review of customer feedback to assure expected performance levels;
Plans, organizes, and directs initiatives fostering an environment that encourages interdepartmental cooperation;
Coordinates and supervises functions and activities within the City Manager's Office;

Coordinates City-wide special projects and events, which may involve multiple departments and/or outside organizations;

Provides an input process to the City Government for community groups, neighborhood associations, and other related associations for the purpose of identifying neighborhood issues;

Determines consensus of the Mayor and City Council regarding political and legislative issues and manages legislative policy development for the City of Cedar Rapids;

Coordinates with City Manager, City Directors, and City managers, legislative policy regarding all varieties of municipal government policy and operations;

Provides appropriate response to lobbyists and legislators regarding pending and proposed legislation;

Tracks the introduction and movement of legislation pertaining to concerns of the City of Cedar Rapids;

Researches reasonable options pertinent to legislative issues, develops information and research materials related to the issues, and provides a recommendation of action to the Mayor and City Council;

Utilizes knowledge of state and federal legislative process to determine effective course of action regarding proposed or pending legislation;

Seeks subject matter expertise from City staff and community members to complement legislative knowledge for development of City legislative issues and response;

Develops methods to gain expertise regarding new or emerging municipal issues, for issues that vary greatly, including municipal tax policy to environmental utility policy, for example;

Communicates and gains understanding and support of the City's legislative policy direction effectively with a variety of constituents, including City Council members, the City Manager and City Staff, community leaders, and elected state and federal legislators and their staffs;

Manages lobbyist contracts for the City of Cedar Rapids, develops scope of work, funding source, performance standards, and reporting requirements;

Develops and coordinates education and training information required for state and federal funding opportunities;

Analyzes and communicates current legislative issues to the City Council;

Screens legislative bills/amendments for potential impact on City of Cedar Rapids programs;

Monitors the progress of legislation and regulations and reports findings to appropriate City staff;

Works with the City Manager, City Staff, contracted City lobbyists, local elected officials, and community leaders to develop a legislative agenda for City Council approval;

Provides the City Council an itemized written weekly legislative report as requested;

Attends council meetings and council committee meetings and keep the City Manager and Council fully advised of the legislative concerns of the City;

Develops and delivers presentations and attends meetings, conferences and workshops;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Conducts timely performance reviews and monitors performance and staffing needs;

Attends meetings, conferences, workshops and training sessions to remain current on the principals, practices and new developments in assigned work areas;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of the legislative process involved in local government;

Good knowledge of the principals and practices involved in municipal and government management;

Thorough knowledge of public management, organizational, and current practices in municipal government;

Thorough understanding of all current City policies and initiatives;

Thorough knowledge of the basic laws, ordinances, and regulations of City Government;

Thorough knowledge of legislative process within governmental concerns;

Thorough knowledge of organization structure and department functions of the City of Cedar Rapids;

Ability to analyze, interpret and compile legislative data for further action by the City Council and City management;
Ability to develop and maintain effective working relationships with the federal legislators, state legislators, lobbyists, Mayor and City Council members, City Manager, and other City employees and the general public;
Ability to communicate clearly and effectively orally and in writing;
Ability to devise cost effective approaches to satisfying community needs and aspirations;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in public or business administration, political science, or other related field; and
Some experience in legislative affairs and City administration; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written and visual materials in both electronic and hard copy form;
Sufficient manual dexterity, which permits the employee to handle files, records and related materials;
Sufficient personal mobility, which permits the employee to visit work sites throughout the City and attend a wide variety of meetings in and out of the City.