

CITY OF SAN JOSE

ASSISTANT TO THE DIRECTOR (3548)

CLASS PURPOSE

Under direction, performs work of considerable difficulty managing, coordinating, implementing, and evaluating administrative projects, systems, policies and procedures; making recommendations that assure sound management and organizational practices. Performs related work as required.

TYPICAL DUTIES AND RESULTS (The one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Coordinates projects and special studies assigned by the Director or Assistant Director.

Confers with department managers on management/administrative problems; evaluates, prepares reports and recommendations for improved departmental operations, services, systems or organizational methods.

Reviews departmental procedures and develops appropriate modifications for approval, including the department's policies and procedures manual.

Negotiates, develops contracts, grants and special funds to meet specific city or department needs.

Prepares reports and position papers on a wide range of subjects.

Performs policy and operations research and analyses.

Performs important and difficult public liaison work with many diverse groups.

Monitors and analyzes pending legislation affecting departmental operations.

Prepares Work Management System information and reports.

Identifies and implements departmental training needs.

Typical End Results Include:

The management and coordination of special projects; the preparation of analyses, position papers, and reports based on referrals, projects, special studies, and policy analyses regarding the effectiveness, productivity, economy and efficiency of management and fiscal systems, programs and operations; recommendations and implementation of effective and efficient management systems, fiscal controls, administrative support programs, and departmental policies and procedures.

DISTINGUISHING CHARACTERISTICS

This classification, reporting to a Department Director, is responsible for managing and coordinating complex projects, implementing new systems and procedures, conducting special studies, analyzing management and fiscal systems and recommending modifications and improvements.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

- Knowledge of theory, principles, practices and techniques of current public, business and personnel administration.
- Knowledge of research techniques and statistical techniques.
- Knowledge of report writing techniques and the principles of editing.
- Knowledge of contract administration principles.
- Knowledge of City government's organizational structure and functions.
- Ability to manage, coordinate and implement projects.
- Ability to evaluate administrative and fiscal problems and recommend solutions.
- Ability to compile, organize, evaluate and summarize statistical, economic and technical data.
- Ability to prepare clear and concise reports.
- Ability to analyze problems, create solutions and motivate others to adopt effective courses of action.
- Ability to communicate effectively in both written and oral form.
- Ability to establish and maintain effective working relationships with department staff, other city departments, county offices, state and federal agencies, citizens, and clients involved in the activities of the department.

Competency Knowledges, Skills and Abilities

- Knowledge of contract writing, negotiation techniques, and liability requirements.
- Knowledge of fiscal and systems controls.
- Knowledge of financial management, including government financing, budgeting and accounting theory and practices.
- Knowledge of Federal, State and local rules and regulations governing departmental operations.
- Ability to negotiate and administer contractual agreements.
- Ability to prepare and revise departmental policy and procedures manual.

Training and Experience

Completion of a Baccalaureate Degree, or its equivalent, from an accredited college or university in business or public administration or a closely related field and five (5) years of increasingly responsible experience in public or business administration/management, including one (1) year of experience at the level of Senior Analyst or higher.

Licenses/Certificates

Possession of a valid California driver's license may be required for some assignments.

(Formerly Assistant to the Director of Aviation)

L.P.-D. (1320P/0379P) *Tull*