

**CITY OF MONTGOMERY
ASSISTANT TO THE CITY ADMINISTRATOR**

This full-time position will be responsible for providing highly complex administrative support for the City Administrator. A Bachelor's Degree in public or business administration or equivalent field and four years' of progressively responsible experience including supervisory skills, project management, and fiscal responsibility is required, *or* any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job. Job description is posted on City's web site www.montgomerytexas.gov under Employment Opportunities. Salary is DOQ. City offers medical, dental, vision and retirement benefits. Submit resume and letter of interest by email to shensley@ci.montgomery.tx.us or mail to: City of Montgomery, City Secretary Susan Hensley, P.O. Box 708, Montgomery, Texas 77356 or by Fax: (936) 597-6437.

CITY OF MONTGOMERY, TEXAS - Job Description – ADMINISTRATION

July 2018

Identification:

Position Title: Assistant to City Administrator
Department: Administration
Supervises: N/A
Immediate Supervisor: City Administrator
FLSA: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Job Description

The Assistant to the City Administrator will be responsible for providing highly complex administrative support for the City Administrator.

Energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of administrative and executive support related tasks and able to work independently with little or no supervision. Well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people.

ESSENTIAL FUNCTIONS AND TYPICAL TASKS:

- Conducts, coordinates, and develops reports on assignments generated by the City Administrator maintaining updated status information on these assignments
- Performs both assigned and independent staff work, skilled administrative and operational duties, such as preparation and/or assistance on a variety of operating reports, feasibility studies, complex research projects, grant writing and program development
- Facilitates information flow and follow-up between the City Administrator's Office and community and business organizations and citizens, and implements directions from the City Administrator on his/her behalf
- Assists with coordinating strategic planning activities, monitoring the City's performance management system, and monitoring City Council goals and objectives
- Attends regularly scheduled and special meeting of the City Council, attends conferences, committee and staff meetings, assists City Administrator at such meetings, makes recommendations on subjects under discussion, keeps abreast of current and projected developments in local, regional, state and federal programs affecting local government
- Assists with intergovernmental relations including state and federal legislative issues providing research, letter writing, testimony and coordination of legislative strategies and activities
- May serve as a backup public information officer when Public Information Officer is unavailable. Assists in the coordination of media interviews and drafting press releases. Maintains positive relationships with local and regional media outlets.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Possesses excellent public speaking and presentation skills
- Investigates citizen, customer, staff and council concerns, when necessary, directly communicates with the general public for identification of service needs and addresses concern with appropriate written, verbal or in-person follow-up on behalf of the City
- Drafts letters, memorandums, speeches, manuals, editorials, etc. for the City Administrator, or Council as requested
- Represents the City Administrator and his/her office at various civic, community, City Council and city staff meetings when requested; prepares material for such meetings, and makes formal presentations to City Council when requested
- Exhibits strong interpersonal/human relation skills and the ability to support controversial positions or the negotiation of sensitive issues or important presentations with customers, citizens and co-workers
- *Exhibits desire to continue* professional education and stay aware of the new concepts and innovations in the field of public management and local government service
- Excellent time management skills and ability to multi-task and prioritizes work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office

REQUIRED EDUCATION, DEGREES, CERTIFICATIONS, AND / OR LICENSES

- Bachelor's degree in public or business administration or equivalent field
 - Four years' of progressively responsible experience including supervisory skills, project management, and fiscal responsibility
- OR**
- Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job
 - Media relations experience
 - Experience with elected officials and governing boards
 - Knowledge of Microsoft Office software (Word, Excel, PowerPoint, Publisher)