

ASSISTANT TO THE CITY MANAGER

JOB SUMMARY:

Under the direction of the City Manager, the Assistant to the City Manager will provide complex administrative support to the Administration Department. The Assistant to the City Manager will assist with day-to-day operations and tasks to include the organization and promotion of special events, grant research and writing, board/commission/committee support, and management of the City's marketing, advertising and branding. This is a non-supervisory role.

EXAMPLES OF WORK:

- Supports City Manager and Staff in any and all ongoing projects as needed.
- Assists in promoting departmental programs and city-wide events coordination, setup and breakdown.
- Handles Park, Facility and Pool Reservations.
- Organizes meetings and makes presentations as needed.
- Identifies available grant funding, submits applications, and monitors progress.
- Prepares City newsletters, updates website and social media messaging.
- Provides assistance to residents and business owners via telephone, email and in person.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Attends Council, Board, Commission and Committee meetings as required.
- Performs other related duties and fulfills responsibilities as required.

QUALIFICATIONS:

- Bachelor's degree in government, political science, communications, public administration, business administration or a closely related field required.
- Customer service experience required.
- Grant writing experience preferred.
- Valid Texas Driver's License with acceptable driving record.

WORK LOCATION AND HOURS:

- City Hall
- Monday – Friday 8:00am-5:00pm.
- Must be able to work evenings, weekends, and holidays as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish and maintain cooperative and effective working relationships with City officials, employees, event sponsors, vendors, and the general public.
- Knowledge of marketing, graphic design and presentation development.
- Skilled in social media messaging.
- Knowledge of Municipal or County government services and programs.