



## Town of Danville

### ASSISTANT TO THE TOWN MANAGER

#### **DEFINITION**

The Assistant to the Town Manager has a broad-based function of administrative, analytical, and project management duties in support of the Town Manager, Town Council, and executive management team.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Town Manager.

#### **ESSENTIAL JOB DUTIES**

Assisting the Town Manager in managing many of the day-to-day issues, which require the Manager's attention. Perform a wide range of management duties, permitting the Town Manager to concentrate on broad issues of public policy. Versatility and flexibility are important traits in terms of success for this position. Job responsibilities include special projects as assigned, which requires a high level of analytical skills and an ability to produce quality work with a minimum of supervision; preparation of administrative staff reports for presentation to Town Council; administrative support to the Mayor and Town Council; facilitator between the Town Manager's office and other staff; legislative tracking; customer complaints; budget preparation for Town Manager's program budget; work closely with the Finance Director in reviewing monthly investment reports; preparation and coordination of performance indicators; and active involvement in weekly Town management meetings.

#### **QUALIFICATIONS**

Must be a team player, capable of carrying out the job duties with limited supervision; have excellent analytical skills, and can evaluate and make recommendations to improve the delivery of municipal services. Must have interpersonal skills to deal effectively with management staff, community leaders, and representatives from other agencies. Must be knowledgeable in municipal budgeting and program management; must be able to use spreadsheets and word processing systems. Must understand the concepts of the organization to appropriately handle resident concerns. Must be able to communicate clearly and effectively, both oral and in writing.

#### **EXPERIENCE AND EDUCATION**

Must have at least two 2 years of responsible experience in an administrative management capacity, preferably in a local government agency. Any combination of

experience and education that would likely provide the required knowledge and abilities is also qualifying. Must have a valid California State Driver's License.

Updated: August, 2010