



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 direction from the Town Manager. This position does not exercise supervision of others.

ESSENTIAL JOB DUTIES

Essential duties may include, but are not limited to the following:

- Assist the Town Manager in managing day-to-day occurrences requiring the Manager's attention.
- Perform a wide range of management duties, permitting the Town Manager to concentrate on broad issues of public policy.
- Prepare administrative staff reports for presentation to Town Council.
- Provide administrative support to the Mayor and Town Council.
- Serve as facilitator between the Town Manager's office and other departments/staff.
- Conduct legislative tracking and manage customer complaints.
- Assist with preparation for Town Manager's program budget.
- Work closely with the Finance Director in reviewing monthly investment reports.
- Prepare and coordinate performance indicators; and actively participate in weekly Town management meetings.

QUALIFICATIONS

Knowledge of:

- Organization, procedures, and operating details of the Town Manager's office.
- English usage, spelling, grammar, and punctuations.
- Modern office procedures and methods.
- Computer equipment, software, and related automated office equipment such as scanners and copiers.
- Principles and methods of business letter and report writing.
- Principles and procedures of record keeping.

Ability to:

- Be a team player and capable of carrying out job duties with limited supervision.
- Exhibit excellent analytical skills with capability to evaluate and make recommendations to improve the delivery of municipal services.

- Possess interpersonal skills to deal effectively with management staff, community leaders, and representatives from other agencies.
- Perform municipal budgeting and program management; must be able to use spreadsheets and word processing systems.
- Understand the concepts of the organization to appropriately handle resident concerns.
- Communicate clearly and effectively in both verbal and written form.
- Maintain confidentiality and utilize discretion.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

A minimum of two (2) years of progressive experience in an administrative management, preferably within a local government agency.

Education:

Equivalent to completion of the twelfth grade supplemented by an Associate's Degree and/or advanced office management/clerical course work and computer technology classes. A Bachelor's degree is desirable.

LICENSE(S) AND CERTIFICATION(S)

Possession of a valid California State Driver's License, or license in another state with the ability to obtain a California license within 30 days of hire.

Updated: June 2019