

# South Jordan City

## Job Description

**Title:** Assistant to the City Manager  
**Org Code:** 100100  
**Pay Grade:** 22

**Effective Date:** 10/1/2021  
**FLSA:** Non-Exempt  
**Workers Comp:** Clerical

**This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.**

### **GENERAL PURPOSE**

Work directly with the City Manager, Senior Leadership, elected officials and staff to carry out citywide policies and initiatives. Work assignments are expected to include the City’s Priority Based Budgeting Program, citywide strategic planning, specific program and project innovation, and the administration of the City’s Community Development Block Grant program. Conduct research and analysis necessary to complete assigned projects for elected officials and the City Manager.

### **SUPERVISOR**

Strategic Services Director

### **POSITION(S) SUPERVISED**

None

### **ESSENTIAL JOB FUNCTIONS**

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Demonstrate continuous effort to enhance department communications, solve problems, improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service.

Perform administrative work involving research, problem and dispute resolutions program or project management, statistical analyses, and preparation of reports and presentations for the City Manager.

Prepare communications on behalf of the City Manager to elected officials, and the organization.

Serve on city’s budget team, conduct research and administrative efficiency studies, prepare written reports and project briefings, prepare and deliver presentations.

Perform program analysis using tools and principles of Priority Based Budgeting. Perform program and project management and statistical analyses, perform liaison duties, and provide assistance as needed. Analyze programs and policies, identifying city-wide impacts, and coordinating responses on strategies and alternatives for dealing with issues.

Support the preparation of budget documents; may do research to justify data used in documents for a unit or division of a department. May recommend budget allocations. Often compile data and/or enter data entry. May have responsibility for overseeing budget expenditures.

Work closely with the City Manager and leadership team on development and reporting progress of the City Strategic Plan, as well as integration of City Strategic Plan into elements of city operations including the annual budget process, master plans, department strategic plans, including identifying any gaps and providing recommendations.

Develop and implement the city's strategic plan and serve as the lead for the city's innovation initiative, which includes lean process improvement.

Administer the City's Community Development Block Grant (CDBG) program in accordance with HUD requirements by identifying and coordinating CDBG program needs with City staff, internal and external stakeholders.

Oversee the research, compiling, and analyzing of information pertaining to emerging issues and follow up on items as defined by supervisor. This includes working closely with city staff to catalog, track, and report on emerging issues, projects and follow up information. May be required to perform research and recommend approaches to bring emerging issues to resolution.

Attend various meetings with and/or behalf of the City Manager. Summarize the highlights, provide feedback on the meetings, follow-up on issues discussed.

All or a majority of the essential job duties may be performed from a remote location.

Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. Education and Experience:

- A. Bachelor Degree from an accredited college or university with major course work in public administration, finance, business, or related field;
- AND
- B. One or more years working within local or municipal government, elected officials or other closely related experience. .

2. Special Qualifications:

Valid Utah Class D Driver License.  
Master of Public Administration Internship experience preferred  
Must have the ability to attend City Council and other City events as needed.  
MPA, MBA, or other Master's Degree preferred.  
Successfully complete all required Homeland Security courses including NIMS and ICS training.

3. Knowledge, Skills and Abilities:

Knowledge of economic, financial, and accounting principles and practices, and the analysis and reporting of such data.

Knowledge of municipal budgets and associated funds.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Knowledge of arithmetic, algebra, statistics, and their applications. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Ability to operate a personal computer and Microsoft products. Moderate knowledge of spreadsheet programs to create reports for analysis and process improvement.

Ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing. Develop and maintain effectively working relationship with elected officials, professionals, the public and co-workers.

Knowledge of public sector laws and regulations.

Comprehensive, technical knowledge of a technical field with use of analytical judgement and decision-making abilities.

Ability to resolve complex issues, in a legally defensible, consensus-building manner, and ability to develop and communicate new policies and procedures.

Ability to communicate information and ideas clearly and concisely, in writing and verbally.

Ability to read and comprehend reports, development agreements, council actions, and trade journals at a college level.

Ability to perform general math calculations such as addition, subtraction, multiplication, division, percentages, and decimals. Comprehensive skills to handle budget process needs and analyze numeric data.

Skill in public relations; making presentations, writing reports and other communication practices

Ability to operate a personal computer and Microsoft office products.

4. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, stooping, bending, lifting, and walking. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Subject to extended exposure to computer visual display terminals. Considerable exposure to stressful situations as a result of human behavior and deadlines. May be required to work non-traditional hours.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Clerical Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>Admin. Support</b>
<b>Location:</b>	<b>EXEC</b>	<b>EEOP Class:</b>	<b>Admin. Support</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>no match</b>