

CLASS SPECIFICATION
Assistant to Bureau Director

FLSA Status: Exempt
Union Representation: Nonrepresented/Incumbents hired after January 4, 2008 are exempt from Civil Service (Ordinance 181459)

GENERAL PURPOSE

Under policy direction, serves as a senior adviser to a bureau director, carrying out sensitive and highly complex internal City and external community assignments; serves as a member of the bureau management team; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An Assistant to a Bureau Director is responsible for providing high-level executive and policy support and assistance to a Bureau Director. An incumbent performs, oversees and/or consultatively manages broad, complex and sensitive policy and program development responsibilities in specified areas, participates in planning and provides oversight for bureau program initiatives and represents the bureau director with the Mayor, the City Council and individual Commissioners, City bureaus, other public agencies, business and community leaders, advocacy groups, other elected officials and the media on matters of high public visibility and City- or bureau-wide impact. The incumbent is expected to carry out responsibilities with a significant degree of independence, exercising sound expert professional and political acumen and problem solving skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Provides high-level executive and policy support to assist the Bureau Director in planning, directing, monitoring and evaluating the work of bureau managers and staff; assists in developing, implementing and monitoring programs and initiatives to achieve bureau mission, goals and performance measures; participates in and consultatively manages the development, recommendation and implementation plans, policies, systems and procedures applicable to areas of responsibility.
2. Provides assistance and works with the bureau management team and others to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations.
3. Leads, facilitates and participates in the development and coordination of policies and activities related to the bureau's strategic mission and plan; negotiates service contracts and agreements; assists in setting strategic program direction; prepares and manages internal and external communications; performs problem-solving for bureau management problems and issues; advises the Director and

Commissioner on various issues; establishes bureau benchmarks and develops evaluation strategies; oversees development of legislative proposals applicable to bureau programs.

4. Consultatively manages and/or supervises assigned bureau programs and strategic agendas; assesses program needs and identifies resources; establishes program policies and procedures; reviews and approves program goals, objectives and work program elements to ensure City and bureau goals are met; supervises and advises staff involved in special bureau programs; develops improved organizational approaches to delivery of bureau services.
5. Coordinates bureau involvement and coordination with City Council and Commissioners; identifies strategies and sets goals for the City Commissioner to advance bureau and City program, policy and legislative agendas; analyzes, interprets and evaluates policies and actions that effect City Council priorities; supervises development of materials, presentations and briefing information for the City Council; organizes and presents briefings to the Commissioner.
6. Coordinates, communicates with and represents the bureau to external public, private and community agencies and the public; meets with representatives of federal, state and local agencies and the public to explain policies and programs and facilitate and coordinate partnerships.
7. Participates on the bureau management and/or leadership teams; provides advice and guidance to the Bureau Director; leads and conducts internal bureau evaluations and analyses; with the Director, chairs meetings of top management staff.

OTHER DUTIES

1. Represents the Director in that individual's absence.
2. Represents the bureau on various committees, groups, societies and boards related to specific City and bureau agendas.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced administrative principles and methods, including goal setting, program development and implementation.
2. Legislative methods, techniques and procedures of the City Council and other political subdivisions.
3. City Charter and Code provisions, ordinances, and policies applicable to areas of responsibility.

4. Bureau organization, functions, program mandates and interrelationships with other bureaus, offices and political subdivisions.
5. County, state and federal legislation and trends affecting operation of bureau programs.
6. Federal, state and local laws, regulations and court decisions applicable to areas of assigned responsibility.
7. Principles and practices of public administration, including budgeting, contracting, reporting and maintenance of public records.
8. Resource development strategies and public-private partnership approaches.
9. Research methods and data analysis techniques.
10. Principles and practices of effective business communication.
11. Principles and practices of program and project management.
12. City human resources policies and labor contract provisions.

Ability to:

1. Lead, facilitate, consultatively manage and/or participate in the strategic planning, organization, design, implementation and monitoring of comprehensive bureau programs.
2. Gather relevant data, analyze complex and sensitive program and political problems, evaluate alternatives and make sound, expert recommendations.
3. Understand, interpret, explain and apply City and bureau rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.
4. Exercise independent professional judgement, initiative and political acumen within broad policy guidelines.
5. Represent the City and the bureau effectively in dealings with representatives of external agencies, other governmental agencies and the public on a variety of bureau programs, agendas and issues.
6. Communicate effectively orally and in writing.
7. Prepare clear, concise, accurate and persuasive proposals, reports, correspondence, analytical studies and other written materials.

8. Exercise tact and diplomacy in dealing with highly sensitive and complex issues and situations.
9. Establish and maintain effective working relationships with elected officials, bureau and City managers and supervisors, community organizations, representatives of other governmental agencies, the public and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public administration, management or a closely related field; and at least seven years of progressively responsible program management experience that included providing high-level policy support to executive staff in the planning, directing, organizing and evaluation of bureau operations; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following classes:

0928 BUREAU ADMINISTRATIVE MANAGER Adopted: 07-01-92

June 2009 - Change Job Class number from 7140 to 30000458, due to system change.