

## COUNCIL ASSISTANT

### Class Definition

Under supervision, provides staff support to the Mayor or Council members including receiving and responding to community contacts and conducting special studies.

### Distinguishing Characteristics

Council Assistant is a technical class in the City Manager's Office. Incumbents are appointed by the City Manager to serve as staff to the Mayor or City Council members. Incumbents may also perform assignments as required by the City Manager relating, but not limited to, public and media relations, program development and operation, and statistical analyses. Functioning as administrative assistants, incumbents do not perform assignments of a political nature. These are unclassified positions in which incumbents serve at the will of the City Manager.

### Typical Tasks

(This list of samples of job duties and responsibilities is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Provides staff support to the Mayor or City Council members; organizes citizen participation activities in assigned Council Districts.

Collects and compiles data; conducts surveys; prepares reports on assigned activities.

Contacts citizens; works with the public to determine desired services.

Works with governmental and other agencies to secure services for City residents.

May serve as a contact person for the media; prepares press releases and responds to questions from the media.

Develops and coordinates special events to enhance community awareness of City services; informs City residents of public and private services available.

Attends meetings and answers routine correspondence.

Performs related duties as required.

### Knowledge, Abilities, and Skills

Knowledge of local government structure and procedure.

Knowledge of media operations and their effective utilization.

Knowledge of analytical methods and their application.

Ability to write clear and concise reports, press releases, and speeches.

Ability to make clear and persuasive oral presentations.

Ability to organize and implement special events.

Ability to work effectively with local media representatives and related businesses.

Ability to work effectively with the public, both in groups and/or as individuals.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

*Minimum Qualifications*

Completion of fifteen semester units of accredited college or university course work in public administration, political science, business administration, mass communications, or closely related field; and one year of administrative support experience. One additional year of qualifying experience may be substituted for the required education.

*Necessary Special Requirements*

Possession of a valid California Driver's License may be required at time of appointment.

The ability to speak, read, and write a designated foreign language may be required when community needs dictate.

APPROVED: \_\_\_\_\_  
Director of Administrative Services

DATE: \_\_\_\_\_