

CITY OF BRISBANE

SPECIAL ASSISTANT

Definition

Under general supervision, the Special Assistant performs special assignments based on particular knowledge, ability or expertise. This classification should be used for special programs and projects that are temporary in nature, not to exceed 960 hours within a fiscal year.

Class Characteristics

This is an experienced-level position, where incumbents use a combination of their technical knowledge, analytical ability and administrative experience to perform special studies and provide executive level support for specific city programs and projects. Incumbents may be assigned as a liaison and coordinator on behalf of the City during their temporary assignment.

Examples of Duties (Illustrative Only)

- Research and conduct surveys on operational and administrative problems and develops policy recommendations for problem resolution.
- Conduct studies and prepare written reports and oral briefings of results
- Make appropriate recommendations regarding assigned programs and projects
- Prepares reports to State regulatory agencies.
- Prepare and review contracts for execution, in cooperation with the City Attorney
- Negotiates agreements with outside agencies and companies and monitors related agreements for compliance.
- Other duties as required based on specific assignment

Qualifications

Knowledge of:

- Principles, practices and procedures of public administration in a municipal setting.
- Functions and services of a municipal government.
- Standard office practices and procedures, including record keeping, business mathematics and basic computer applications related to the work
- Research techniques and practices, including statistical concepts and methods.
- Business letter and report writing and the standard format for reports and correspondence.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Ability to:

- Interpret, apply and explain complex laws, codes, regulations and ordinances.
- Accomplish work with a minimum of supervision and with only general direction.
- Maintain confidentiality of sensitive information and records.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Organizing own work, setting priorities, effectively multi-tasking and meeting critical deadlines.

- Analyze issues and make recommendations to resolve administrative and procedural problems.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Effectively representing the departments and the City in meetings with governmental agencies, contractors, applicants and various professional and regulatory organizations.

Education and Experience:

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Equivalent to graduation from a four year college or university with major course work in business or public administration or a field related to the work.

Experience: Extensive experience in the particular area of specialty for which the assistant's services are required, and which demonstrates that the incumbent has applied successfully a wide variety of knowledge and skills in achieving similar objectives.

Licenses: Such license(s) as required by specific assignments

Working Conditions:

Work in a standard office environment, with occasional off-site and/or field assignments. The ability to travel from different sites and locations; drive and/or walk safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs as needed; available for evening meetings.

Physical Demands:

Able to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated or standing positions for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; lift and carry 35 pound boxes, files, and materials.

Approved Date: June 7, 2010
Resolution: 2010-26

Revised Date:
Resolution:

Bargaining Unit: N/A (Hourly Pay Scale)
Resolution: 2010-27

Former Titles:
Abolished: