

THE HUMAN RESOURCES DEPARTMENT OF THE
CITY OF UNIVERSITY CITY, MISSOURI
ANNOUNCES AN
EMPLOYMENT OPPORTUNITY
IN THE MUNICIPAL SERVICE

Assistant to the City Manager

Salary Range \$42,108 – \$53,232 + excellent benefits

University City, MO

Progressive, dynamic, historic, and eclectic community nestled in the urban center of St. Louis County with 38,000 residents seeks energetic innovative candidates with administrative and analytical experience for a Management Analyst position. The Assistant to the City Manager position will involve public outreach, volunteer recruitment coordination, staffing of citizen boards and City representation with local civic and business groups. Advanced degree in public policy, public/business administration, strongly preferred.

Position has no supervisory responsibilities. City has 300 employees and \$32,000,000 budget. Successful candidates must possess strong, proven analytical skills, excellent oral and written communication skills. The position will be required to work closely with senior management team in ongoing development of City's volunteer core and service delivery. This opportunity offers tremendous experience and an exceptional working environment.

Job Description and employment application available at www.ucitymo.org

Forward your U. City employment application, resume and cover letter to Yolanda Williams, HR Director, 6801 Delmar Blvd, University City, MO 63130 no later than 5:00 PM on February 5, 2007.

Assistant to the City Manager

NATURE OF WORK

This is responsible, professional, executive level and analytical administrative staff support to the City Manager. Work involves administration of projects, programs and activities; research, analysis, and making recommendations to the City Manager for potential improvements to City business practices and procedures. Work is performed with considerable latitude for use of independent initiative and judgment, but is subject to direction from and review by the City Manager.

EXAMPLES OF WORK

- Assists City Manager in a variety of special projects, analytical studies, program development, long term capital and strategic planning, intergovernmental relations, working with department directors, facilitating citizen advisory panels.
- Serves as liaison linking city management and community organizations including neighborhoods, special business districts, cultural and civic volunteer groups
- Assists the City Manager and Deputy City Manager with citywide budget preparation and preparing other supplemental budget reports for the City Council
- Responds to public inquiries, complaints and concerns, in a tactful, timely and effective manner.
- Researches and prepares varied projects and reports. Presents findings and makes recommendations to the City Manager for implementation and evaluation.
- Works with City Manager to prepare meeting agendas and other communication for the City Council.
- Performs other duties as assigned.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Ability to research, analyze and prepare comprehensive and informative reports
- Knowledge of principles and procedures of Public Administration and city management
- Knowledge of the principles and procedures of (public) budget planning and preparation
- Ability to prioritize goals, problem solve, and make decisions quickly and effectively
- Posses excellent oral and written communication skills, interpersonal skills, is politically savvy, and can interact effectively with diverse groups to include citizens, City Council, Department Directors, employees and representatives of others governmental bodies.
- Ability to maintain exceptionally courteous and customer-service oriented performance
- Ability to work independently on multiple projects and use sound judgment and discretion
- Demonstrated proficiency with MICROSOFT Word, Excel, Outlook, and PowerPoint and ability to learn others.

DESIRABLE EXPERIENCE AND TRAINING

Bachelor's degree public/business administration or related field; Masters in business/public administration or related field and municipal government experience preferred.