

035706/22/10

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: COUNCIL ASSISTANT (NON-CLASSIFIED)

DEFINITION

Under general supervision, to perform a wide variety of highly responsible administrative and field support duties to members of the City Council; to represent the City Council in the community and establish effective relationships with businesses and constituents; to represent Council members at professional meetings; and to perform other related duties as assigned.

REPORTS TO: City Council Member

DISTINGUISHING CHARACTERISTICS

The incumbent shall be appointed "at-will" and be exempt from the classified service.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a member of the City Council.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Perform a wide variety of administrative and community relations duties for City Council members
- Represent Council members in the community and at professional meetings; serve on a variety of internal and/or external committees; take summary notes and provide oral or written updates to elected officials.
- Receive, respond to, and refer citizen complaints and reports for handling and follow-up by various City departments.
- Be familiar with City policies and procedures in response to inquires and make appropriate referrals.
- Respond independently to letters and general correspondence of a routine nature for the City Council.
- Research and compile information for special presentations at Council meetings.
- Compile and maintain source material for the City Council including meeting agendas and minutes, correspondence and other related materials.
- Coordinate and schedule appointments, meetings, civic and community events for the City Council.
- Perform research on a variety of community and/or legislative issues.
- Assist in preparing speeches, news releases, radio broadcasts, and other media information.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar and punctuation.

- Modern office methods and standard office equipment usage.
- Computer software including word processing applications at an intermediate level.
- Record keeping principles and procedures.
- City-wide policies and procedures.
- Community relations methods and techniques.
- Research techniques, methods, procedures, and report presentation.

Ability to:

- Operate standard office equipment, including a personal computer and applicable software programs.
- Communicate clearly and concisely, both orally and in writing.
- Organize work activities to ensure responsibilities are carried out in a timely manner.
- Work independently and follow general directions.
- Analyze situations carefully and recommend effective courses of action.
- Take summary notes at meetings, prepare presentations, and compose correspondence and business letters from brief instructions.
- Represent the City Council, displaying sound judgment, credibility, and respect for the community.
- Maintain the confidentiality of privileged information.
- Establish and maintain professional effective working relationships with a broad range of groups and individuals.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade supplemented by business or communications related courses. The completion of an Associate Degree is highly desirable.

Experience: Three years of experience performing highly responsible administrative and/or field related duties involving customer/client relations. Municipal/public sector government experience is highly desirable.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Must be willing to work a changing and flexible schedule not to exceed 40 hours in the workweek, that include day-time, evening, and week-end hours, as required.