




DATE SUBMITTED July 27, 2023
 SUBMITTED BY Human Resources
 DATE ACTION REQUIRED August 2, 2023

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS ()

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT:	DISCUSSION/ACTION:														
	<ol style="list-style-type: none"> 1. Approval of the Assistant to the City Manager job description. 2. Authorization to reclassify the full-time allocation of Assistant City Manager, salary range 102 to Assistant to the City Manager, salary range 98. 														
	BACKGROUND/SUMMARY: The Assistant City Manager position was vacated on July 14, 2023. Upon reviewing the organizational structure of the City Manager's Office, it has been determined that the position of Assistant to the City Manager will best fit the needs of this office to continue providing efficient and sustainable development and services to the City of Imperial. Therefore, the City is proposing the creation and adoption of the Assistant to the City Manager job description, classified as an MSPC Unrepresented, FLSA Exempt position at salary range 98. In addition, it is recommended to reclassify the full-time allocation of Assistant City Manager from salary range 102 to Assistant to the City Manager at salary range 98.														
	FISCAL IMPACT: There is estimated salary savings of 10% by re-classifying the full time allocation from salary range 102 to salary range 98.	FINANCE INITIALS	 _____												
	STAFF RECOMMENDATION: Recommendation to approve the Assistant to the City Manager job description and to re-classify the full-time allocation of Assistant City Manager to Assistant to the City Manager.	DEPT. INITIALS	 _____												
	MANAGER'S RECOMMENDATION: Approve Staff Recommendation	CITY MANAGER'S INITIALS	 _____												
	MOTION: <table style="width:100%; border: none;"> <tr> <td style="width:33%;">SECONDED:</td> <td style="width:33%;">APPROVED ()</td> <td style="width:33%;">REJECTED ()</td> </tr> <tr> <td>AYES:</td> <td>DISAPPROVED ()</td> <td>DEFERRED ()</td> </tr> <tr> <td>NAYES:</td> <td></td> <td></td> </tr> <tr> <td>ABSENT:</td> <td>REFERRED TO:</td> <td></td> </tr> </table>			SECONDED:	APPROVED ()	REJECTED ()	AYES:	DISAPPROVED ()	DEFERRED ()	NAYES:			ABSENT:	REFERRED TO:	
SECONDED:	APPROVED ()	REJECTED ()													
AYES:	DISAPPROVED ()	DEFERRED ()													
NAYES:															
ABSENT:	REFERRED TO:														

CITY OF IMPERIAL

JOB DESCRIPTION

ASSISTANT TO THE CITY MANAGER

Established: NEW
Range 98 MSPC Unrepresented
Hourly: \$50.83 - \$78.86
Monthly: \$8,810.53 - \$13,669.07
Annual: \$105,726.40 - \$164,028.80

MSPC – FLSA – Exempt

Department: City Manager's Office

DEFINITION:

Under general supervision of the City Manager, performs, coordinates, and oversees a wide variety of highly responsible and complex administrative and analytical duties in support of the City Manager. Performs professional-level work developing, organizing, and managing citywide economic development projects, grants, special projects, records management and communication efforts. Establishes a cohesive visual identity and voice for external City communications.

SUPERVISION EXERCISED:

Receives direction from the City Manager. Provides supervision and oversight for support staff assigned to the City Manager's and City Clerk's offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks to address business/organizational needs and changing business/organizational practices:

- Assumes direct responsibility for monitoring and administering a variety of specialized programs; assists in developing goals and objectives for the City Manager; implements and administers policies and procedures.
- Manages and coordinates the planning and implementation of the Economic Development work programs including business attraction, retention, job creation, business assistance, marketing and related functions.
- Assists with negotiations related to purchase, lease or voluntary transfer of property and easements, clearing of titles and processing of claims for damages.
- Reviews analysis, documents and reports prepared by consultants and staff to assure accuracy, completeness and appropriateness.
- Monitors economic development expenditures ensuring programs are kept within established limits.
- Monitors legislative developments which may impact economic development programs, policy and/or procedures, and implements approved follow up action.
- Assists with developing, implementing and administering operational, administrative programs, and other policies and procedures.
- Communicates and coordinates with real estate professionals interested in establishing businesses within the City of Imperial.

- Develops and prepares bid proposals and specifications; conducts bid conferences; administers a variety of maintenance and service contracts.
- Prepares and presents staff reports to the City Council and other Boards and Commissions.
- Assists in the preparation and administration of departmental budget; maintains and monitors appropriate budgeting controls.
- Collects, compiles, and analyzes complex information on a variety of specialized topics; prepares reports which present and interpret data, and identifies alternatives; makes and justifies recommendations.
- Participates in special projects including complex research of new programs and services for the city.
- Researches policies, procedures and ordinances for special and ongoing projects and makes recommendations based on that research.
- Researches the recording and tracking of legislation in support of various programs in area of work assigned.
- Receives, researches, routes and follows up on complaints, requests of information and questions from the general public; reviews problems and recommends corrective actions; prepare summary reports as required.
- Manages public information.
- Coordinates and prepares correspondence and other documents for the City Manager and City Council, which includes but is not limited to City Council Agendas and Minutes, reports, letters, memos, proclamations, certificates, letters of commendation, etc.
- Organizes and coordinates ongoing and special events including employee recognition ceremonies, elected officials' receptions, and various other activities.
- Develops, implements, and tracks progress of a citywide communications strategic plan.
- Plans and coordinates the City's strategic communication efforts, including internal and external communications, public presentations, and council meetings.
- Facilitates the preparation and dissemination of news releases regarding City events, services, and regulations in conjunction with City staff.
- Oversees and manages consultants with the development and distribution of a variety of communication, public relations, and crisis communication materials and major video productions in coordination with City staff.
- Promotes community awareness through marketing and public relations strategies, education, and other programs, including events, print media, the City website, and social media.
- Produces small scale videos, design and copy of programs, and projects and services for the City's main social media platforms.
- Manages graphic arts activities – establishing quality, content, and design of informational materials for public distribution, in accordance with citywide brand guidelines.
- Manages the City's main social media platforms; including tracking engagement across social media channels; recommends and implements methods to increase reach.
- Maintains contacts with the news media to assure accuracy of City information disseminated and identifies and corrects reporting errors; acts as the media liaison and may serve as a media spokesperson.
- Represents the City at various meetings; makes presentation to groups as required.
- Expands communication channels to reach more city residents and stakeholders; including recommending and implementing changes to make city communications more accessible.
- Manages the records division by evaluating, developing and maintaining the city-wide records management program to ensure the city's records are collected, maintained, destroyed, or archived in a methodical, efficient, and cost-effective manner.
- Ensures compliance with state public records statutes. Implements changes and maintains a city-wide records compliance program.
- Monitors records retention schedules and ensures city-wide compliance.
- Manages paper and electronic records, including records retention schedules and training programs for the City Clerk and all City staff.

- Manages and serves as administrator of the Electronic Imaging Software Program.
- Oversees retention of the official records of the City in custody of the City Clerk's office to ensure documents are carefully maintained according to approved retention schedule, State statute and the City records management policy. Annually reviews and updates retention schedule.
- Researches, analyzes, and prepares recommendations for new services, program development and needs as related to the function of records management.
- Responds to inquiries regarding interpretation of policies, procedures, precedents, rules and regulations and Federal, State, and local laws as applicable to records management, and works collaboratively with the City Attorney regarding legal issues in Records and Information Management.
- Works collaboratively with the City Attorney, City Clerk and Information Technology staff to ensure electronic records are maintained in accordance with public records statutes.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Completion of a Bachelor's Degree from an accredited college and four (4) years of increasingly responsible administration and analytical work experience in public relations or a related field. An equivalent combination of education and experience that would be needed to meet the requirements of the position would also be considered. Experience working for a public agency is desired.

Licenses and other Requirements:

Possession of a valid California Class C driver's license with an acceptable driving record.

Knowledge of:

- Relevant federal and state laws, regulation and procedures concerning redevelopment, economic development, real estate and real estate property.
- Principles, practices and methods of economic development and real property management.
- Various methods of research, program analysis, and report preparation.
- Local, state, and federal statutes and regulations.
- Municipal Codes and other city ordinances and regulations.
- Principles in supervision and training.
- Principles and practices of budget administration.
- Public relations techniques.
- Interpersonal skills using tact and diplomacy.
- Proper English usage, spelling, grammar, and punctuation.
- Modern office procedures, methods and equipment including computer software and hardware.
- Organization and outside agencies as necessary to assume assigned responsibilities.
- Principles and practices of managing and coordinating community-based communications.
- Methods and techniques of graphic design, videography, photography, web, multimedia, and presentation production.
- Planning and preparing media releases, social media posts and other forms of communication.
- Principles and practices of municipal record management systems.
- Skill in the operation of a personal computer and related software to perform word processing, spreadsheet operations, data base operations and other related areas.

Ability to:

- Make decisions, maintain composure, and works effectively under stressful conditions.
- Communicate clearly and concisely, both orally and in writing.
- Prepare and present clear, concise, and accurate reports orally and in writing.

- Interpret and apply laws, ordinances, memoranda of understandings, rules, regulations, policies, and procedures.
- Maintain confidentiality of information.
- Effectively organize and prioritize own work, coordinate projects, set priorities, meet deadlines and follow-up assignments.
- Direct the activities and review the work of co-workers and other staff as assigned.
- Follow and effectively communicate verbal and written instructions.
- Establish and maintain effective working relationships with City employees, retirees, labor representatives, employees of other agencies, vendors, and the general public.
- Work independently or as a team member.
- Lead, mentor and develop subordinates.
- Plan, develop, and coordinate effective marketing, communications management, and public relations programs.
- Exercise judgement in the release of information.
- Write creatively, organize news material, and determine an appropriate story emphasis.
- Gather and verify news information through interviews, observations, and research.
- Accurately summarize and record proceedings.

WORKING CONDITIONS:

Work is performed in an office environment and may require occasional travel to offsite facilities. Job duties involve sitting, standing, and walking for prolonged or intermittent periods of time, and reaching, bending, and twisting at the waist to perform desk work and operate general office equipment, including a personal computer and keyboard, for prolonged or intermittent periods of time. The operation of a personal computer also requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch, and glare from the computer. Will be required to speak and participate in internal and public meetings. Additionally, the position requires near vision in reading correspondence and statistical data. Acute hearing is required when providing phone and personal service. Noise level in the work environment is usually low. Employee must be able to safely lift and carry books, files and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Disaster Service Workers:

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law. The employees working for the City of Imperial take this responsibility seriously. Disaster plans are continuously being evaluated, drills are scheduled, and employees engage in training where they practice executing emergency support services.

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

City of Imperial
Classification and Compensation Schedule

<u>CLASSIFICATION TITLE</u>	<u>BARGAINING UNIT NAME</u>	<u>RANGE</u>
Administrative Analyst	Unrepresented MSPC	78
Administrative Services Director	Unrepresented MSPC	102
Administrative Technician I	Unrepresented MSPC	72
Administrative Technician II	Unrepresented MSPC	75
Assistant City Manager	Unrepresented MSPC	102
Assistant to the City Manager	Unrepresented MSPC	98
Building Inspector III	Unrepresented MSPC	80
Community Development Director	Unrepresented MSPC	102
Community Services Director	Unrepresented MSPC	102
Electrician Supervisor	Unrepresented MSPC	90
Executive Assistant	Unrepresented MSPC	74
Finance Director	Unrepresented MSPC	102
Finance Manager	Unrepresented MSPC	98
Financial Analyst	Unrepresented MSPC	78
Geographic Information Systems Coordinator	Unrepresented MSPC	75
Human Resources Analyst	Unrepresented MSPC	78
Human Resources Manager	Unrepresented MSPC	98
Human Resources Specialist	Unrepresented MSPC	80
Information Technology Director	Unrepresented MSPC	102
Librarian	Unrepresented MSPC	78
Library Administrator	Unrepresented MSPC	81
Library Supervisor	Unrepresented MSPC	77
Literacy Coordinator	Unrepresented MSPC	75
Management Analyst	Unrepresented MSPC	80
Parks and Recreation Director	Unrepresented MSPC	102
Planner III	Unrepresented MSPC	80
Police Captain	Unrepresented MSPC	98
Project Manager	Unrepresented MSPC	92
Public Records Analyst	Unrepresented MSPC	78
Public Services Director	Unrepresented MSPC	102
Public Services Foreman	Unrepresented MSPC	85
Public Services Manager	Unrepresented MSPC	98
Recreation Coordinator	Unrepresented MSPC	75
Special Events Coordinator	Unrepresented MSPC	75
Wastewater Plant Chief Operator	Unrepresented MSPC	85
Water Plant Chief Operator	Unrepresented MSPC	85

**City of Imperial
Classification and Compensation Schedule**

**CITY OF IMPERIAL
SALARY SCHEDULE
IPOA and Unrepresented MSPC, Part-Time and Seasonal/Temporary Employees
FISCAL YEAR 2023-2024**

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	10 YR STEP 8	15 YR STEP 9	20 YR STEP 10
55	17.58	18.46	19.38	20.35	21.37	22.44	23.56	24.74	25.97	27.27
56	18.02	18.92	19.87	20.86	21.90	23.00	24.15	25.36	26.62	27.95
57	18.47	19.39	20.36	21.38	22.45	23.57	24.75	25.99	27.29	28.65
58	18.93	19.88	20.87	21.92	23.01	24.16	25.37	26.64	27.97	29.37
59	19.41	20.38	21.39	22.46	23.59	24.77	26.00	27.30	28.67	30.10
60	19.89	20.88	21.93	23.03	24.18	25.39	26.65	27.99	29.39	30.86
61	20.39	21.41	22.48	23.60	24.78	26.02	27.32	28.69	30.12	31.63
62	20.90	21.94	23.04	24.19	25.40	26.67	28.00	29.40	30.87	32.42
63	21.42	22.49	23.62	24.80	26.04	27.34	28.70	30.14	31.65	33.23
64	21.96	23.05	24.21	25.42	26.69	28.02	29.42	30.89	32.44	34.06
65	22.50	23.63	24.81	26.05	27.35	28.72	30.16	31.67	33.25	34.91
66	23.07	24.22	25.43	26.70	28.04	29.44	30.91	32.46	34.08	35.78
67	23.64	24.83	26.07	27.37	28.74	30.18	31.68	33.27	34.93	36.68
68	24.23	25.45	26.72	28.05	29.46	30.93	32.48	34.10	35.80	37.60
69	24.84	26.08	27.39	28.76	30.19	31.70	33.29	34.95	36.70	38.54
70	25.46	26.73	28.07	29.47	30.95	32.50	34.12	35.83	37.62	39.50
71	26.10	27.40	28.77	30.21	31.72	33.31	34.97	36.72	38.56	40.49
72	26.75	28.09	29.49	30.97	32.51	34.14	35.85	37.64	39.52	41.50
73	27.42	28.79	30.23	31.74	33.33	34.99	36.74	38.58	40.51	42.54
74	28.10	29.51	30.98	32.53	34.16	35.87	37.66	39.55	41.52	43.60
75	28.81	30.25	31.76	33.35	35.01	36.77	38.60	40.53	42.56	44.69
76	29.53	31.00	32.55	34.18	35.89	37.68	39.57	41.55	43.62	45.81
77	30.27	31.78	33.37	35.04	36.79	38.63	40.56	42.59	44.72	46.95
78	31.02	32.57	34.20	35.91	37.71	39.59	41.57	43.65	45.83	48.13
79	31.80	33.39	35.06	36.81	38.65	40.58	42.61	44.74	46.98	49.33
80	32.59	34.22	35.93	37.73	39.62	41.60	43.68	45.86	48.15	50.56
81	33.41	35.08	36.83	38.67	40.61	42.64	44.77	47.01	49.36	51.83
82	34.24	35.95	37.75	39.64	41.62	43.70	45.89	48.18	50.59	53.12
83	35.10	36.85	38.70	40.63	42.66	44.80	47.04	49.39	51.86	54.45
84	35.98	37.77	39.66	41.65	43.73	45.92	48.21	50.62	53.15	55.81
85	36.88	38.72	40.65	42.69	44.82	47.06	49.42	51.89	54.48	57.21
86	37.80	39.69	41.67	43.75	45.94	48.24	50.65	53.18	55.84	58.64
87	38.74	40.68	42.71	44.85	47.09	49.45	51.92	54.51	57.24	60.10
88	39.71	41.70	43.78	45.97	48.27	50.68	53.22	55.88	58.67	61.60
89	40.70	42.74	44.88	47.12	49.48	51.95	54.55	57.27	60.14	63.14
90	41.72	43.81	46.00	48.30	50.71	53.25	55.91	58.71	61.64	64.72
91	42.76	44.90	47.15	49.50	51.98	54.58	57.31	60.17	63.18	66.34
92	43.83	46.02	48.33	50.74	53.28	55.94	58.74	61.68	64.76	68.00
93	44.93	47.18	49.53	52.01	54.61	57.34	60.21	63.22	66.38	69.70
94	46.05	48.35	50.77	53.31	55.98	58.78	61.71	64.80	68.04	71.44
95	47.20	49.56	52.04	54.64	57.38	60.24	63.26	66.42	69.74	73.23
96	48.38	50.80	53.34	56.01	58.81	61.75	64.84	68.08	71.48	75.06
97	49.59	52.07	54.68	57.41	60.28	63.29	66.46	69.78	73.27	76.94
98	50.83	53.37	56.04	58.85	61.79	64.88	68.12	71.53	75.10	78.86
99	52.10	54.71	57.44	60.32	63.33	66.50	69.82	73.32	76.98	80.83
100	53.41	56.08	58.88	61.82	64.92	68.16	71.57	75.15	78.91	82.85
101	54.74	57.48	60.35	63.37	66.54	69.87	73.36	77.03	80.88	84.92
102	56.11	58.92	61.86	64.95	68.20	71.61	75.19	78.95	82.90	87.05