

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: DIRECTOR OF LEGISLATIVE AND CONSTITUENT SERVICES

DEPARTMENT: CITY MANAGER

BASIC FUNCTION:

To provide complex administrative support to the City Manager and Assistant City Manager by managing critical or sensitive projects and priorities established by the City Council; to provide high level research, analysis and reports; to examine policy and program issues and provide consultation to staff; to work closely with city staff and outside agencies on city and community projects and to administer program activities as assigned. Direct the operations of the City Clerk & Records Management Department and the day to day work of City Council support staff and City Hall receptionist.

KEY RESPONSIBILITIES:

Provide highly responsible administrative staff assistance to the City Manager; conduct a variety of complex studies on citywide work methods, operating policy and procedures, programs, services, and other administrative issues; develop recommendations on methods, procedures and improvement of services.

Develop and administer specific program activities; plan, organize and supervise activities; observe program operations, analyze findings and implications, establish and implement program policies and procedures and prepare and present staff reports or correspondence.

Serve as liaison with departments on administrative operations and special projects.

Participate in the preparation of program or special project budgets; analyze and prepare recommendations on budget requests; monitor appropriate budget account.

Represent the City Manager at meetings; make presentations to explain program or project status.

Coordinate assigned city activities with staff, representatives, or other public or private agencies, and members of the general public.

Negotiate contracts and solutions on a variety of administrative, fiscal, and special projects.

Review and/or proof City Council and other staff reports routed through the City Manager's Office, as assigned.

Recommend the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.

Respond to complaints and requests for information from outside agencies, the public, and city personnel; and Coordinate a variety of projects for the expansion or improvement of city services.

Research and prepare responses to council requests at the direction of the City Manager.

Conduct surveys and perform research and statistical analyses on administrative, fiscal, personnel and operational problems and programs.

Assist the City Manager in the preparation, coordination, review and presentation of the annual operating and capital improvement budget and with various budget control activities.

Assist the City Manager in complex, confidential negotiations with private developers and outside agencies.

Research, prepare, and coordinate presentations given by the City Manager at in-house training sessions, to local business and education groups, and to professional associations.

Assist and participate in the development and implementation of citywide goals, objectives, policies and procedures.

Attend City Council and other public meetings to assist or represent the City Manager.

Review and evaluate work products, methods and procedures, and study departmental organization.

Conduct comprehensive management analyses in a wide range of municipal policies, procedures, budgetary and finance areas.

Prepare and present staff reports and other necessary correspondence.

Meet with members of the public including members of the business community and citizen groups to explain city policies, procedures, goals and objectives.

Negotiate agreements and resolve difficult city administration related problems and questions.

Review and respond to sensitive or complex citizen complaints or requests for information.

Perform related duties as required.

QUALIFICATIONS:

Knowledge of:

- Knowledge of modern and highly complex principles and practices of municipal government administration, departments, organization and economic development functions and services.
- Principles of personnel administration, supervision and training.
- Methods and techniques of public administration research, analysis and report preparation.
- Principles and practices of municipal budget preparation and administration; and pertinent federal, state and local laws, codes and regulations.

Ability to:

- Ability to identify organizational intergovernmental problems and advise the City Manager of alternative courses of action and recommendations.
- Exercise independent judgment in the performance of a variety of complex and difficult administrative duties with only occasional instruction or assistance.
- Interpret applicable laws, rules and regulations; prepare and analyze fiscal and organizational reports, statements and correspondence; analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with staff, committee members, public officials, business leaders and the general public.
- Identify and interpret technical and numerical information.
- Observe and problem solves operational situations, technical policies and procedures associated with city projects.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. An example would be five years of increasingly responsible municipal government administrative experience including significant administrative and fiscal management responsibilities AND equivalent to a bachelor's degree from an accredited college or university with major course work in public or business administration or a closely related field. A master's degree in public administration or related field is highly desirable.

ENVIRONMENTAL CONDITION AND PHYSICAL REQUIREMENTS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

This is an at-will management classification.

DATE APPROVED: May 28, 2021