

**TOWN OF PORTOLA VALLEY  
ASSISTANT TO THE TOWN MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general direction from the Town Manager, perform a wide variety of highly responsible, complex, and diverse advanced level professional duties involved in providing administrative, analytical, and technical support to the Town; plan, coordinate, and participate in various program and administrative operations and activities including those having a community impact; and provide information and assistance to Town staff, Town Council members, and committee members. This classification may have the working title of Administrative Services Manager or Sustainability and Special Projects Manager.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Conduct complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving Town issues, programs, policies, and procedures; select, adapt, and apply appropriate research and analytical techniques; gather and analyze data and information from various sources on a variety of topics.
- Perform a wide variety of administrative and analytical duties in support of Town Council; prepare and review staff reports and a variety of letters, brochures, and other correspondence.
- Oversee operations and activities of the Town website and is a liaison to the PV Forum; respond to and resolve difficult and sensitive citizen inquiries and complaints.
- May serve as Public Information Officer; answer media inquiries; write and distribute press releases, newsletter and other public information.
- Participate in the development and implementation of goals, objectives, and priorities for assigned functions and programs; recommend and implement resulting policies and procedures.
- Coordinate grant activities with Town staff and committees, including writing award and grant applications.
- Represent the Town at inter-governmental and community activities and meetings; serve on interview panels both in-house and for other public agencies.
- Participate in special projects including planning and implementation of special programs and events and complex research of new programs and services.
- Research and prepare technical and administrative reports and prepare presentations of issues to the Town Council, committees, and community groups.

Town of Portola Valley  
Assistant to the Town Manager Job Class Specifications  
Adopted January 23, 2013

- Participate in the selection of Town staff members; provide or coordinates staff training; prepare and conducts evaluations; work with employees to correct insufficiencies; implement discipline procedures.
- Attend and participates in group meetings as required; stay abreast of new developments within assigned area of responsibility.
- Respond to emergency situations as required.
- Perform related duties as assigned.

When designated **Administrative Services Manager:**

- Manage the development and administration of the Town budget; submit budget recommendations; monitor expenditures; manage and maintain all financial records during fiscal year, including payables, receipts, payroll, general ledger, and banking, modifying system as appropriate.
- Manage or process payroll utilizing a payroll service; ensures the accuracy of the payroll master data files, fringe benefit enrollments and accruals, and earnings reported to the pension administrator.
- Maintain functionality of Town accounting software, ensuring applicable software updates and appropriate data maintenance is completed on a timely basis.
- Perform financial or related reporting requirements as needed by Town Council, Town Manager, staff, and/or committees/commissions, including design and setup of multiple level reports that may include embedded graphs and/or macros.
- Ensure that quarterly and annual federal and state payroll tax returns and IRS Form W-2 forms are prepared in an accurate and timely manner by the Town's payroll processing service; prepare and distributes annual tax documentation for consultants (1099).
- Manage Town's cash on hand, making appropriate transfers and deposits to investment fund as necessary; process and distributes Town's quarterly interest return from investment fund to all applicable Town funds.
- Identify and perform general ledger journal entries, budget amendments, or other revisions as necessary.
- Serve as staff to a variety of committees; prepare and present staff reports and other necessary correspondence.
- Oversee staff associated with Town finance activities and the Community Hall, including coordination and completion of all reports required by German granting agency.
- Provide support for Town fundraising projects, to include recordkeeping, donation tracking and acknowledgement and any subsequent reporting requests.
- Act as primary staff liaison for IT service issues and improvements within Town Hall.
- Provide management assistance for personnel services related to compensation and benefit administration.

When designated **Sustainability and Special Project Manager**:

- Develop, implement and promote environmental programs and policies related to water conservation, energy efficiency, waste management, recycling and transportation.
- Survey, plan, develop, and coordinate training and education of the general public, schools, businesses, and institutions in best practices of sustainability, green design and reuse and recycling of materials; plans events such as speaker series and Earth Day Fairs.
- Develop targeted outreach materials and delivers through traditional marketing, community-based social marketing and social media.
- Develop program materials and gives presentations to schools, businesses, community groups, institutional residents, and homeowners' associations.
- Work with the local schools and businesses to further energy efficiency, water conservation and waste reduction goals; identifies and coordinates special programs with outside agencies.
- Manage the Town's Green Business Program; guide businesses through the process.
- Conduct tours of the Town Center focused on green building features.
- Act as a resource to staff, residents, schools and businesses; fields, researches and responds to inquiries.
- Administer the Town's Environmentally Preferable Purchasing Policy (EPPP); set yearly goals; track and assist staff in bringing purchases in-line with EPPP; and identify opportunities to make operational processes more energy- and water-efficient.
- Develop and track Town Sustainability and Sustainability Committee budgets.
- Act as co-chair for Sustainability Committee.
- Manage GreenWaste Recovery contract; act as resource to residents and GreenWaste in resolving issues.
- Act as liaison to county and regional agencies and organizations; develop productive relationships with these entities and peers to identify program and funding opportunities that will assist the Town in reaching its sustainability goals.
- Develop productive working relationships with peers in similar towns to utilize resources and capitalize on economies of scale.
- Research and compile information for surveys and reports as requested from external agencies (e.g., CalRecycle Annual Report).
- Promote and monitor progress toward the Town's attainment of its commitments under the Mayors' Climate Protection Agreement and AB32; make recommendation for greenhouse gas emissions abatement including development and implementation of a Climate Action Plan.
- Measure the effects of Town programs in terms of improved resource efficiency, waste elimination, and reduction of greenhouse gases.
- Keep abreast of current developments, trends, and legislative actions in the field of waste management, water conservation, energy efficiency, sustainable buildings and other environmental programs; monitor and review legislation relevant to the Town.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Operational characteristics, services, and activities of a California municipal government.
- Principles of municipal government administration, organization, budget, and personnel management.
- Principles and practices of program, policy, and procedure evaluation and development.
- Principles of public administration.
- Advanced methods and techniques of data collection, research, and report preparation.
- Principles of business letter writing and report preparation.
- Principles and practices of state and local legislative process.
- Basic principles of supervision and training.
- Principles and practices of record keeping.
- Public relations and customer service techniques.
- Public speaking techniques.
- English usage, spelling, grammar, and punctuation.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state and local laws, codes and regulations.

*For Sustainability and Special Projects Manager only:*

- Principles and practices of designing effective environmental programs and policies including principles of sustainability related to water conservation, energy efficiency, waste management, recycling and transportation.
- Principles of traditional marketing, community-based social marketing, social media marketing and community outreach.
- Principles of graphic design used to develop outreach materials; working knowledge of Adobe Illustrator, Photoshop and Acrobat.

### **Ability to:**

- Perform a wide variety of highly responsible, complex, and diverse advanced level professional duties involved in providing administrative, analytical, and technical support to the Town Manager involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the Town as a whole and outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply pertinent federal, state, and local laws, codes, and regulations as well as Town policies and procedures.
- Conduct various administrative and organizational studies and analyses on a wide variety of complex issues.

Town of Portola Valley  
Assistant to the Town Manager Job Class Specifications  
Adopted January 23, 2013

- Analyze problems and processes, identify alternative and/or more efficient solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Develop, implement, and interpret Town policies, procedures, regulations, and codes.
- Research, analyze and evaluate Town-wide programs, policies, and procedures.
- Collect, evaluate, and interpret complex information and data.
- Coordinate a variety of complex tasks and assignments simultaneously.
- Prepare clear and concise technical, administrative, and/or financial reports.
- Assist with budget preparation and administration.
- Plan and organize work to meet changing priorities and deadlines.
- Operate office equipment including computers and supporting applications.
- Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.
- Independently prepare correspondence and memoranda.
- Effectively present information and respond to questions from internal and external customers including council members, committee and commission members, and the general public.
- Supervise and train assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

*For the Sustainability and Special Projects Manager:*

- Develop and maintain cooperative relationships with local schools, businesses, outside agencies and the public that enable the implementation of projects and programs that further the Town's sustainability goals.
- Develop creative and engaging community outreach materials, both in print and online formats.
- Prepare for and facilitate meetings for a wide-variety of groups, including Town committees.

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

**Education/Training:** A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, planning, or a related field.

**Experience:** Five years of increasingly responsible administrative and analytical experience that demonstrates a strong understanding of operations in a hands-on environment and the role of local government.

**License or Certificate:** Possession of, or ability to obtain, valid California Driver's License; ICS 100, 200, and 700 certification; AB1234 certification.

## **FLSA STATUS**

This classification is exempt from the Fair Labor Standards Act (FLSA) as an administrative employee whose primary duty is to the performance of office or non-manual work directly related to the management or general business operations of the Town. The incumbent will exercise discretion and independent judgment with respect to matters of significance. The incumbent will supervise personnel. If the incumbent supervises two FTE personnel, he or she will also be exempt from the FLSA as an executive employee.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting. CONTINUOUS work indoors in close proximity to co-workers and members of the public. Work schedule is standard business hours (currently 37.5 hours per week and may be amended or prorated) and frequent after-hours meetings. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms, occasional assignments outside and field visits in hilly terrain.

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.