CITY OF SANTA CRUZ
COUNCIL ASSISTANT

Reports To: City Councilmember
Supervises: None
Bargaining Unit: Unrepresented – *Confidential (not within the City Administrative Service)*

BASIC FUNCTION:
Under general direction, performs a wide variety of tasks including providing legislative and/or administrative staff assistance to a Councilmember.

DISTINGUISHING CHARACTERISTICS:
The duties of this class involve administrative, analytical and liaison work to assist a Councilmember. The variety and range of possible assignments is broad and may include clerical duties, legislative, research and analytical tasks, and extensive liaison and public relations activities.

TYPICAL DUTIES *(may include, but are not limited to, the following):*
- Gathering background information relative to issues pending before the City Council.
- Analyzing a wide variety of materials on assigned projects, programs, and topics. Preparing reports/recommendations for Councilmembers' review.
- Drafting resolutions, requests, memoranda and other materials to be placed on the City Council agenda.
- Preparation or assisting in preparation of speeches and articles for a Council Member.
- Answering inquiries, resolving complaints and providing information on operating policies for citizens of the community and other interested parties.
- May represent Councilmember at various meetings to gather data, assimilate viewpoints and disseminate information on community related issues.
- May coordinate and arrange meetings, and assist in the coordination of Councilmembers' schedule.
- May perform a variety of clerical duties including organizing office files, recording and responding to phone and e-mail messages, and preparing and distributing correspondence.

MINIMUM QUALIFICATIONS
Depending upon the assignment, a combination of the following knowledge, skills, and abilities will be required:

Knowledge, Skills and Abilities:
- General knowledge of the principles and practices of public administration.
- General knowledge of standard office practices, procedures and equipment, including a computer and a variety of word processing programs.
- Written skills to prepare clear, concise reports and correspondence.
- Oral communication and public speaking skills to make presentations to staff and public groups.
- Statistical analysis methods and techniques.
- Research skills to locate and compile appropriate data, information, and material.

- Analytical skills to accurately interpret and evaluate administrative and/or technical issues and make appropriate recommendations for actions.
- Ability to establish and maintain effective working relationships with the public, City staff and City advisory bodies.
- Ability to work independently and meet established deadlines.

Education and Experience:

- Any combination of education and experience that provides the knowledge, skills, and abilities required for the particular assignment may be qualifying.

SPECIAL STATUS

This position is an unclassified temporary classification not within the administrative service of the City of Santa Cruz. Council Assistants work at the will of a Councilmember, based upon a project basis and/or as needed basis. Employees of the City of Santa Cruz are not eligible for Council Assistant positions.

Classification No.: 909
Date of Issue: 9/01
Supercedes: New