



Assistant to the City Manager – Special Projects #05079

City of Virginia Beach – Job Description
Date of Last Revision: 01-18-2019

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 19

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Perform as liaison for the City with private and public agencies on major projects and programs in support of city-wide initiatives identified by the City Manager's Office. Develops and implements strategic plans, project/program policies and procedures, and perform related management analysis and research as required.

Representative Work Functions and Responsibilities

Represents the City Manager and City Council to various private and public agencies, other localities and regional organizations on major special programs, projects, events, and initiatives as directed by City Manager's office, including preparing proposal packages for presentation, and adoption by City Council. Coordinate with City departments on research, developing a budget, analyzing data and preparing complex reports, engaging citizens and stakeholders, and preparing presentations for City management, City Council, and the public.

Coordinate and implement projects, programs, partnerships, and initiatives involving, but not limited to, improving the City's transportation system, establishing pilots, leading major city-wide initiatives, working on projects of regional significance, securing funding, performing management analysis and research, and submitting reports to senior City staff and elected officials.

Advise and assist City departments with development and implementation of strategies to meet the city-wide initiatives; evaluate progress; review relevant documents, contracts, and other materials; conduct complex and sensitive studies to identify administrative, operational, and management business needs and solutions; identify areas requiring action; make recommendations for changes and enhancements.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

providing timely reporting and analysis to city departments, city leadership and City Council; effectively communicate both orally and in writing with senior City staff, legislators, City Council, and federal, state, and local agencies; reports are clearly articulated, concisely stated and documented; ensure that City's relations are effectively conducted; and prepare concise and effective research reports.

Minimum Qualifications

Requires any combination of education and/or experience equivalent to eleven (11) years in fields providing the required knowledge, skills, and abilities.

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of city operations, functions, and organizational structure.
2. Knowledge of intergovernmental activities.
3. Knowledge of local, state, and federal sources and contacts for information.
4. Knowledge of grantsmanship.
5. Knowledge of management analysis methods and techniques.
6. Knowledge of project evaluation techniques.
7. Knowledge of principles and techniques of public administration.

B. Skills

1. Skill in clear and concise written and oral communication on technical and sensitive issues.
2. Skill in interpersonal communications.
3. Skill in negotiating with administrators to promote interests of the City.
4. Skill in policy formulation and goal setting.
5. Skill in obtaining and assimilating information from various sources and analyzing this information for presentation to others.

C. Abilities

1. Ability to establish working relationship with individuals from all levels of government
2. Ability to work under general direction without supervision of daily activities.
3. Ability to represent city positions to individuals and groups.
4. Ability to prepare effective reports and position papers.
5. Ability to direct office staff to complete projects in a timely manner.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

Physical Requirements: *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force periodically and routine keyboard operations.

Mental Requirements: *Mental refers to the degree that the job involves cognitive activities, and use of mental processes*

Uses advanced analytical and theoretical methods in the analysis, or interpretation of abstract work of a professional, fiscal, legal, managerial, or other nature and formulates new techniques or recommendations, or makes decisions which impact both the organization and the public.

Environmental Conditions: *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

This job involves a risk of limited to no exposure to any environmental hazards.

Sensory Requirements: *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

The job requires normal visual acuity, and field of vision, hearing and speaking.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.