



ASSISTANT TO THE CITY MANAGER

City of San Fernando

San Fernando, CA

\$112,740 - \$138,864 annually

Under general direction, the Assistant to the City Manager provides complex professional, confidential, and analytical assistance; serves as the City's primary Communications/Public Information Officer; conducts research, identifies and prepares grant proposals in conjunction with various City departments and other governmental agencies; provides professional administrative and analytical assistance to the City Manager and Deputy City Manager regarding Citywide issues, programs, goals and objectives, and/or operations; makes recommendations on citywide programs, projects, and operational issues, and performs other related duties as assigned. The duties listed above are intended only as illustrations of the various types of work that may be performed. The complete job specification may be found here: SFCITY.ORG/Hiring-Now.

The City of San Fernando has demonstrated financial resiliency and is very well positioned to implement the City Council's community centric vision through the 2022-2026 Strategic Goals. The Assistant to the City Manager will have the opportunity to be part of elevating a blossoming community by:

- Managing the City's Community Engagement Framework and enhancing the City's image and brand through a robust public information program;
- Securing new funding for the community through grant writing, legislative advocacy, and fostering partnerships with other community based organizations;
- Initiating the strategic goal visioning process to build a road map for the City's next five years; and
- Being a key member of a vibrant management team focused on evolving the organization through reinforcing Core Values, emphasizing professional development, and fostering an environment of providing an excellent customer experience.

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with a major in Public Administration, Public Policy, Business Administration, English, Economics, Marketing, Law or related field is required; four years of increasingly responsible professional experience in a staff and/or line management capacity participating in research, administrative, organizational, functional or procedural problems is required. A complete listing of the minimum qualifications may be found in the job specification. The complete job specification may be found here: SFCITY.ORG/Hiring-Now

DOWNLOAD AN APPLICATION: Visit SFCITY.ORG/Hiring-Now **SUBMIT COVER LETTER, APPLICATION, AND RESUME TO:** Personnel@sfcity.org or in person at: 117 Macneil Street, San Fernando, CA 91340 personnel@sfcity.org

Friday, July 19, 2024 | 5 pm