



Position: (City) Management Assistant
Department: City Administrator’s Office

FLSA Status: Non-exempt
Status: Full-Time

Summary Description

The City of Oak Creek is an organization committed to serving its residents, visitors, and the business community. The City understands in order to achieve sustained success, it needs an extremely talented and diverse workforce. With its Management Assistant position, the City’s goal is to provide emerging leaders in municipal management a broad, yet meaningful experience in local government management and public service. The City is committed to providing opportunities for interest and skills exploration, professional development, and the potential for promotion within the City. Under the general supervision of the City Administrator, the City Management Assistant is responsible for performing a wide range of duties, projects, and analysis in collaboration with the City leadership team.

Supervision/Accountability

This position is accountable directly to the City Administrator; there are no supervisory duties.

Major Duties/Essential Functions

Work closely with other Departments and work groups on special projects that relate to City’s Strategic Action Plan (SAP). Serves as the project leader on SAP projects as assigned;

Assist with the preparation of the annual operating and capital improvement budgets;

Perform program and policy analysis, facilitate surveys, and conduct research relating to public services the City delivers, or may deliver;

Prepare correspondence and information packets for several committees of the Common Council;

Serve as facilitator for projects as assigned that help the organization address a particular problem;

Clearly and effectively deliver research results and recommendations to stakeholders in writing and in person;

Assist other Departments as needed to ensure smooth business operations or to handle special projects.

Minor Duties/Responsibilities

Contribute as a member of the City’s Small and Large Leadership Teams;

Attend Personnel and Finance Committee and Board of Public Works and Capital Assets (BOPWACA) meetings and other meetings of interest or as assigned;

Draft and edit correspondence for management colleagues;

Assist with the City's economic development, tourism, and private investment attraction efforts as requested;

Present items of significance at various committee and Common Council meetings as requested;

Attend other City and stakeholder meetings as requested;

Perform other duties as requested.

Knowledge

Demonstrated knowledge of office procedures and Microsoft Office software.

Skill/Ability

This role requires the incumbent to be an enthusiastic, responsible, collaborative team member dedicated to the challenge of public service. Must possess ability to exercise independent judgment and discretion. Must be a self-starter with the ability to perform work tasks independently or with minimal re-direction. Ability to interact effectively with the public and other employees. Ability to work effectively and efficiently to meet deadlines and pay close attention to detail. Ability to communicate effectively verbally and in writing. Must be comfortable speaking in internal settings and publically.

Education/Experience

An undergraduate degree in public administration, political science, business administration, or a related field from an accredited college or university is required. Individuals currently enrolled, or are soon to be enrolled, in a graduate program in one of the above fields are encouraged to apply. Some previous experience in a local government, state government, a non-profit, or similar organization is preferred. The City may consider other acceptable combinations of education and experience that allow for success in this position.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, and crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. This would require the ability lift files, open filing cabinets and bend or stand on a stool as necessary.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change

by the employer as the needs of the employer and requirements of the job change.

Approved By: 
City Administrator

Reviewed By: 
HR Director

Revision History:
January 29, 2024