

## **Assistant to the City Manager**

**Position Overview:** Under the direction of the City Manager, the Assistant to the City Manager will perform high-level administrative functions of a responsible and confidential nature, requiring a high degree of independent judgment, discretion, and familiarity with city policies, procedures, and operations. This role is pivotal in coordinating special projects and initiatives aimed at improving city services, including economic development, grant writing, and enhancing public communication.

### **Qualifications:**

- Proven ability to influence others and motivate teams to achieve goals and objectives.
- Strong organizational skills with the capability to handle multiple tasks, work independently, and meet tight deadlines.
- Excellent communication skills in all forms (written, verbal, and digital).
- Knowledge of modern municipal operations and administrative practices.
- Minimum of a Bachelor's degree and five years of relevant experience, or eight years of equivalent experience. A Master's degree in Public Administration or a related field is preferred.

### **Key Responsibilities:**

- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and propose improvements.
- Coordinate communications between the City Manager, city staff, the public, and the media.
- Assist in budget preparation and management, ensuring the prudent and responsible use of public funds.
- Attend City Council meetings and other required gatherings to provide information and support to elected officials and the public.

### **Salary & Benefits:**

The salary for this position is negotiable. Excellent health insurance, IMRF pension, and other traditional benefits.

**Application Process:**

Interested candidates should submit a cover letter and resume to:

[kmitchell@cityofkewanee.net](mailto:kmitchell@cityofkewanee.net). Open until filled. Successful candidates must pass a background check and pre-employment drug screening before commencing employment.