



City of Tempe

COUNCIL ASSISTANT

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	013	<i>Department / Office:</i>	City Manager
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Council Assistant
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

****This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice. Moreover, the Council Assistant serves at the discretion of the incumbent City Councilmembers.**

REPORTING RELATIONSHIPS

Receives general supervision from the Mayor & City Council Chief of Staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of administrative or management support experience, preferably in a public agency.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university with major course work in public administration, business administration, political science or other degree related to the core functions of the position.
<i>License / Certification:</i>	Possession of a valid driver’s license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform a wide variety of professional duties involved in the coordination of the activities of the City Council's office with other City departments, the Mayor’s office and external organizations; to provide information and assistance to the public; to plan, organize and coordinate administrative functions for the City Council; and to provide operational and administrative staff assistance.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Responses to citizen complaints and/or questions relating to governmental operations, procedures and similar matters for City Council signature; refers inquiries to the appropriate City department when necessary and follows up to ensure resolution; informs and updates the City Council concerning citizen complaints and resolution status; composes and prepares memos and reports pertaining to City Council business; prepares and assembles reports and other materials for distribution to the City Council.
- Advises council members on various policy issues.
- Monitors various issues of concern to citizens and relays information as appropriate; conducts surveys; collects information on operational and administrative problems and prepares reports.
- Conducts research on complex issues; compiles and analyzes data for special projects and various reports; provides administrative and professional support to the City Council and management staff as required.
- Maintains a database of citizen inquiries and complaints.
- Monitors, maintains, and schedules Councilmember's calendars.
- Recommends and assists in the implementation of goals and objectives for special programs and projects; establishes schedules and methods for program operations; implements policies and procedures.
- Assists in preparing for City Council advances and/or retreats; assists in planning and coordinating meetings on behalf of the City Council.
- Researches, prepares and presents oral and written reports and recommendations to City Council and management.
- Conducts research and assists with drafting speeches.
- Attends local, regional, and national conferences.
- Participates on various committees or associations and may represent Councilmembers at various functions.
- Attends public meetings, community meetings and City Council meetings.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective June 2012

Revised February 2015 (flexible series and minimum qualifications)

Revised April 2022 (minimum qualifications)

Revised November 2023 (no longer a flex classification – update job title)

Revises December 2023 (update job title, minimum quals, and job duties)