

Calvin, Giordano & Associates, Inc. is seeking to hire an Assistant to the City Manager in the City of Dunwoody office. The purpose of this position is to coordinate special projects and conduct research and analysis of various City functions, services, and operations. The position provides professional level support to the City Manager at the highest level of local government, serving as a direct liaison for the City Manager and providing operational and strategic analysis in support of City programs and services. Work at this level is of a responsible, technical or professional level relative to a supporting role in the management of the City. The incumbent will be expected to work cooperatively with key City officials to plan and implement various programs and services. All authority and autonomy inherent in this classification is at the discretion of and delegated by the City Manager.

KEY RESPONSIBILITIES:

- Assists the City Manager with the development, planning and implementation of goals and objectives to meet the operational needs of the city;
- Conducts operational research, productivity analysis and management studies to assist in the management of city operations, programs and services;
- Assists as appropriate with grant management;
- Coordinates special projects for the city, including city-wide initiatives, management studies and introduction of new programs;
- Serves as a liaison between the City Manager and various civic or governmental organizations and committees, taskforces, boards, and commissions; and,
- Makes presentations before the City Council, and represents the City Manager at various boards and commissions, both within the city and outside.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two to five years of increasingly responsible experience in municipal or private sector work involving tasks similar to the previously described duties.

Education:

Bachelor's Degree required. The equivalent of a Masters Degree in Public Administration, Business Administration, Political Science or a related field is desirable.

SPECIAL REQUIREMENTS:

Strong knowledge of MS Office software;

Strong interpersonal skills;

Ability to understand and carry out complex oral and written instructions;

Ability to deal tactfully and courteously with employees and the general public;

Ability to communicate clearly and effectively, verbally and in writing; and,

Ability to establish and maintain effective working relationships with employees, vendors, and the general public.

LATITUDE AND/OR INDEPENDENT JUDGMENT: (Include examples of situations where this position might exercise independent judgment and make decisions.)

- Must be able to evaluate, audit, deduce and assess complex data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives;
- Must be able to utilize a wide variety of reference, descriptive, advisory and design data and information;
- Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, verbal, diagrammatic or schedule form, and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives;

- Must be able to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria;
- Must be able to handle a great variety of tasks and responsibilities simultaneously and continuous projects efficiently including prioritizing of daily and monthly work;
- Must be proactive and take initiative with respect to execution of responsibilities and achievement;
- Must be able to manage multiple tasks and projects and adjust work schedule to meet deadlines;
- Must be able to keep the City Manager informed about complex issues by communicating in a concise and constructive manner; and,
- Must be able to effectively and professionally interface with customers, stakeholders and professionals outside the City.

APPLY:

To apply, please email resume as a Word document or PDF to jobs@calvin-giordano.com

Calvin, Giordano & Associates, Inc. is proud to offer our employees benefits such as: 401(k), comprehensive paid time-off policies, tuition reimbursement, medical, dental, flexible spending accounts to name a few. We also offer our employees challenging and diverse projects, exciting growth potential, professional development and training opportunities. For further information please visit our web site at www.calvin-giordano.com

Sponsorship not offered. US Citizen or current US Work Authorization required. Only candidates that meet the requirements will be considered.