

MANAGEMENT ASSISTANT

Job Summary

Under supervision, serves as administrative support for the City Manager and the Public Information Manager. Incumbents will assist with the more routine studies, analysis, and reports concerning City procedures and issues; learn to perform more difficult studies; and perform other work as required.

Essential Duties and Responsibilities

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Assists with various projects or studies including collecting, compiling and analyzing various types of data, developing recommendations and writing reports; conducts research; and develops agenda reports.
2. Monitors budget and expenditures and assists with developing and implementing operational procedures.
3. Assists with the administration of service contracts to ensure compliance.
4. Evaluates the impact of new and revised programs on the objectives of the workgroup or division including the impact on the fiscal year budget.
5. Researches and assists with grant proposals.
6. Provides information and assists the public concerning city services.
7. Monitors maintenance of office files and records; assembles records for special projects.
8. Drafts and prepares official correspondence or reports.
9. Requisitions supplies, services and equipment; assists in preparing specifications for supplies, equipment and services.
10. Analyzes procedures, monitors projects and completes report by using a personal computer.
11. May be assigned to attend City Council, commission or management meetings and may also attend local and regional professional conferences.
12. May be assigned to staff a city commission or committee which requires monthly or evening meetings.
13. Performs related duties as assigned.

Qualification Guidelines

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Bachelor's degree in public administration, business administration, political science or related field. Administrative work experience in a municipal or governmental setting is desirable. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- City organization, operations, policies and objectives.
- Basic budgeting practices and procedures.
- Research, statistical and analytical methods.
- Basic purchasing practices and contract administration.
- Basic personnel principles.
- Personal computer software and hardware.
- Office practices and procedures.
- General record keeping practices.

- Effective methods of report presentation.
- Cost analysis.

Skill and Ability to:

- Compile, analyze and evaluate data.
- Identify and analyze problems and take effective corrective action.
- Learn to prepare and present reports and recommendations.
- Prepare and interpret organizational and functional charts.
- Apply statistical methods to management analysis.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with others.
- Maintain accurate records and prepare clear and concise reports.
- Operate computers and related software such as MS Word and MS Excel.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record.

Physical Requirements and Working Conditions

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to use city and/or personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and outside of city boundaries to attend meetings.
- May be required to work evenings or weekends.