



## **CLASSIFICATION SPECIFICATION MANAGEMENT ASSISTANT**

### **JOB SUMMARY:**

Under general supervision, the Management Assistant performs a wide range of moderately complex technical and administrative duties including the development and implementation of policies, procedures, and work methods; coordinates and oversees assigned functions and programs; serves as a technical resource for an assigned area; and performs other related duties as assigned.

### **CLASS CHARACTERISTICS:**

The Management Assistant performs research, administrative, and analytical duties in support of an assigned area. This class differs from a Management Analyst in that the incumbent performs more routine analytical work and exercises less independent discretion and judgment on matters related to work procedures and methods.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Coordinates and oversees assigned functions and programs; researches and analyzes administrative matters and makes recommendations, as directed; conducts surveys; monitors legislation; and compiles data and prepares reports in accordance with general guidelines.
- Initiates and prepares correspondence, staff reports, public notices, newsletters, and brochures; assists in drafting and implementing policies and procedures; assists in the preparation of resolutions, ordinances, and other supporting program documents; and participates in the preparation and revision of manuals and other administrative materials.
- Assists in budget preparation, analysis, and administration; performs audits and/or maintains records of account activity; and prepares projections of expenditures.
- Serves as a liaison to employees, elected officials, other City departments, the public, and private organizations; represents the City in a variety of community groups, boards, commissions, State and Federal agencies, and other organizations; and assists in planning and administering City and special events.
- Provides information and assistance to the public regarding assigned programs and services, and responds to complaints relating to assigned area of responsibility.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Office administrative practices and procedures; City department policies and procedures; applicable federal, state, and local laws, rules, and regulations pertaining to area of assignment; and operational characteristics, services, and activities of assigned program area.

- Principles and practices of public administration including the organization and operation of municipal government; methods and techniques of data collection, research, and report preparation; and organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to area of assignment.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.

**Skills/Abilities:**

- Correctly interpret and apply general provisions and regulations related to assigned area in order to analyze problems, identify alternative solutions, project consequences of proposed actions, and provide recommendations to management.
- Prepare clear and concise technical, administrative, and financial reports including accurate tables, schedules, summaries, and other materials in statistical and narrative form; and establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Serve as the subject matter expert in one or more areas; communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff; and organize and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

**Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in public administration, business administration, or a closely related field.
- One year of responsible analytical experience, preferably in a government setting.

**Licenses and Certifications:**

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

**PHYSICAL DEMANDS:**

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

**WORK ENVIRONMENT:**

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Established Date:** June 15, 2017