

CLASS SPECIFICATION
Management Assistant

GENERAL PURPOSE

Under general supervision, performs assigned administrative, financial, statistical and other management analyses in support of City and departmental activities, functions and programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Management Assistants perform professional analytical and management support work assignments ranging from routine to moderately difficult or assists others in performing more difficult analytical work in support of department functions, programs, goals and objectives. As experience is gained, more difficult duties are assigned and performed with greater independence. Incumbents are expected to exercise judgment in applying indicated study methods and analytical techniques and in making sound, fact-based recommendations based on study results.

Management Assistant is distinguished from Management Analyst in that incumbents in the latter class perform more difficult research assignments involving gathering and interpretation of data from multiple sources on issues of significant impact and importance, while exercising sound judgment in formulating study approach and analytical techniques necessary to achieve expected study results.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs administrative, management, program and other analysis assignments in accordance with established procedures and practices and guidance regarding approach and expected results; uses appropriate analytical techniques and statistical and information-gathering processes to obtain required information; performs analyses and summarizes findings; studies and makes recommendations on assigned projects; prepares reports; assists in developing and implementing program or functional goals and objectives.
2. Performs analytical and administrative assignments in connection with preparation and management of department or division budgets and/or grant-funded programs; prepares standard revenue and expenditure analyses, staffing analyses and budget status and monitoring reports; tracks trust fund balances and processes pay requests for bond refunds and releases; prepares journal entries for deposits and disbursements from trust accounts.
3. Assists in preparing project cost estimates by entering quantities in templates, ensuring all cost types have been addressed by engineering prior to signing and stamping; creates standard agreements and exhibits for public improvements, ensuring that all engineering conditions have been included in accordance with established procedures; prepares exhibits and attachments for staff reports, with high attention to the accuracy of detailed data from multiple sources; follows up with Risk

Management to secure insurance approvals; update agreement databases; records fee payments and prepares letters and invoices for additional fees required.

4. With direction, conducts research, analyzes data and drafts policy and procedure documents to address identified needs and issues; drafts associated communications materials for review; prepares staff reports and exhibits for City Council in accordance with established procedures.
5. Drafts for supervisory review a wide variety of materials on assigned issues, including reports, procedures, manuals, handbooks, newsletters, communications memoranda, proposed Code or ordinance changes and other materials; collects background information, input and feedback, and prepares recommendations and a variety of other supporting materials.
6. Compiles materials, researches problems and complaints and responds to requests for information; provides information to customers on pending projects and requests.

OTHER DUTIES

1. Performs a variety of department-specific program activities to accomplish work goals and objectives, including: conducting research on potential grant-funding opportunities; maintaining and compiling program attendance and verifying program eligibility; completing regular and periodic reports; verifying and tracking fee payments; overseeing and monitoring vendor account expenditures; processing special event permit applications; and other activities of equivalent scope and difficulty.
2. Develops and utilizes spreadsheets, databases and other computer applications to assist with assigned studies, projects and reports.
3. May provide work direction and guidance to office support and/or temporary staff.
4. Performs a variety of special projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles, practices and methods of administrative, organizational, financial and procedural analysis.
2. Uses and operations of computers and standard business software.
3. Basic principles and practices of public administration.
4. Principles, practices and methods of municipal budget development and management.
5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
6. Basic research methods and analysis techniques.
7. Principles and practices of sound business communication.

Ability to:

1. Analyze administrative, operational, procedural, organizational and financial problems, evaluate alternatives and reach sound, logical, fact-based conclusions.
2. Collect, evaluate and interpret data, either in statistical or narrative form.
3. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies.
4. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
5. Communicate effectively, orally and in writing.
6. Maintain files, records and documentation.
7. Exercise independent judgment and initiative within established guidelines.
8. Establish and maintain effective working relationships with department managers and staff, staff of other departments, representatives of other governmental agencies, developers, consultants, property owners, the public and others encountered in the course of work.

Education, Training and Experience:

A bachelor's degree in finance, public or business administration or a closely related field. At least one year of professional experience performing administrative, operations, budgetary and similar analyses. Experience in a governmental agency is preferred.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skill; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with all levels of management, employees, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet.