



MANAGEMENT ASSISTANT

DEFINITION

Under general supervision, assists in special studies and analyses of various operations, procedures and equipment; writes correspondence and reports and assists Department Directors, Division Managers and/or the City Manager with a variety of assigned projects.

SUPERVISION EXERCISED

May provide functional supervision over subordinate staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public, both in person and over the phone, providing information regarding various city functions, policies, procedures and programs.

Research a variety of information sources, compile statistical and financial data for reports.

Conduct special surveys and studies, including gather information from other cities and agencies.

Assist in preparation of policies, procedures, forms and practices to improve operations and efficiencies.

Prepare marketing, public information materials, press releases and displays.

Maintain website; develop and maintain social media presence.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Principles of public administration, budget preparation and analysis, human resources, management, organizational development, systems and procedures.

Federal, state and local laws, ordinances, policies and procedures.

Survey techniques, statistics and report writing.

Ability and Skill to:

Plan, coordinate and perform surveys, analyses and prepare reports.

Collect and analyze data, present findings objectively, clearly and concisely.

Follow direction and policies with minimal supervision.

Communicate clearly both orally and in writing.

Establish and maintain effective working relationships with staff, and the public.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

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

AA/AS and continuing college education in public administration, business administration or related field and two (2) years experience in an office/administrative environment. Bi-lingual skills desirable.

LICENSE OR CERTIFICATE

Valid California Class C Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

