CITY OF EL CERRITO

MANAGEMENT ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of paraprofessional, technical and selected administrative work which provides support to department/division and relieves administrators and managers of administrative detail.

DISTINGUISHING CHARACTERISTICS

Incumbents perform varied and responsible technical support tasks and administrative duties. Work performed is normally within established policy and procedure guidelines. Clerical duties incidental to the work may be performed. This is an entry class for those qualified to perform administrative work. This class is distinguished from other clerical classifications in that the Management Assistant manages program or project areas, department/division functions and significant organizational processes as assigned; is responsible for composing staff reports and agenda bills; and represents the department/division and the City in interagency and other external matters.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by department managers or administrative personnel.

May provide technical and functional supervision to clerical and technical staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Interpret and apply City policies, rules, and regulations in response to inquiries and complaints; respond to citizens on variety of routine and technical issues; and assist public or city personnel in completing required documentation, forms, and applications.

Perform research in a variety of municipal administrative areas; investigate, interpret, analyze data of a technical nature; prepare routine and comprehensive reports with recommendations.

Draft procedures, rules, regulations, and forms; assist in preparation and maintenance of operating procedures and manuals.

Initiate and review administrative documents such as permits and personnel actions; and prepare, administer and maintain detailed files and records.

Provide follow-up on projects, transmitting information, keeping supervisor informed of ongoing operational activities.

Review technical documents for accuracy, completeness and as needed, regulatory compliance; initiate processing; and monitoring follow-up action as required.

Essential Functions: (continued)

Coordinate the processing of documents with other city operations.

Prepare news releases, articles, newsletters for publication and informational brochures of a technical nature.

Work cooperatively with local, county, state and regional agencies, groups and individuals to coordinate activities; represent the department/division and the City at conferences, meetings and hearings.

Serve as staff to commissions or boards, prepare agendas, staff reports, attend meetings and keep minutes of proceedings.

Participate in the administration of a department; manage significant organizational processes and program areas in such areas as salary adjustments, scheduling and monitoring of inspections or work orders and administering specific operational programs.

Assist with annual budget development, preparation and administration, including monitoring contract payments, processing invoices and maintaining supply inventory.

Based on the specific assignment, perform routine plan check and issue related permits; research property records to establish chronological history or retrieve specific information; or investigate and evaluate complaints in the field as assigned.

Input data related to specific program operations; type a variety of materials; arrange meetings and conferences; and screen calls, visitors and mail.

May lead or supervise other staff in a specific program area.

Marginal functions:

Participate on various citywide committees as assigned.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Procedures and operating details as necessary to assume assigned administrative and technical responsibilities.

Principles of governmental organization, budgeting and management.

Research, data-gathering and statistical methods.

Modern office practices, procedures, equipment and clerical techniques.

Ability to:

Analyze problems; reason logically and creatively; make viable recommendations; and prepare written reports.

Communicate effectively both orally and in writing.

Prioritize work and perform a variety of tasks to meet time frames and deadlines; schedule work activities for a specific operation, and monitor for follow-up.

Establish and maintain effective work relationships with those contacted in the course of work; effectively handle and resolve confrontation situations; coordinate work activities with appropriate city departments.

Interpret, explain and apply administrative and technical regulations, standards and procedures.

Maintain flexibility when dealing with changing priorities and performing multiple tasks simultaneously.

Work independently and accept increasing responsibility for programs and organizational processes.

Compile and maintain complex and extensive records.

Operate a variety of office equipment.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

EXPERIENCE AND TRAINING

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

Experience:

Some experience (one to two years minimum) working for a public agency, which would familiarize the employee with administrative operations. Knowledge and experience specific to the assigned position may be required.

Education:

Equivalent to graduation from a four-year college with major course work in public or business administration or a related field is desirable. Full-time administrative work experience contributing to the development of analytical, written and verbal skills may be substituted on a year for year basis; i.e., a minimum of five years' increasingly responsible clerical or paraprofessional experience, with at least one year in a public agency administrative office.

License/Certificate

Possession of or ability to obtain a valid Class C California Driver's License.

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Occasionally	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally to Frequently	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:	
up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never
Grasping – firm:	Occasionally
Finger dexterity:	Frequently
Reaching forward:	Frequently
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently

Coordination	-	Eye-hand:	Occasionally to Frequently
		Eye-hand-foot:	Occasionally
		Driving:	Occasionally
Talking	-	Face-to-face:	Occasionally to Frequently
		Verbal contact:	Frequently
		Public:	Occasionally
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Not Required
		Field of vision:	Not Required
		Accommodation:	Required
		Color vision:	Not Required
Hearing	-	Conversation:	Occasionally to Frequently
		Telephone:	Occasionally to Frequently
		Earplugs:	Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed uninvolved instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Setting up, Operating-controlling, Feeding-Offbearing, Handling, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.