

CITY OF GLENDALE

TITLE:	Management Assistant	CLASS CODE:	155
REPORTS TO:	Various	GRADE:	24
DEPARTMENT:	Various	FLSA:	E
JOB SPECIFICATION DATE: July 23, 2007 kad			

JOB SUMMARY

Performs administrative work including research, statistical analysis, budgeting, evaluation of administrative issues and problems, and preparation of reports and recommendations related to management programs in support of a department, division or program area.

ESSENTIAL FUNCTIONS

1. Conducts research, analyzes findings, prepares reports, recommendations and presentations for management.
2. Coordinates the implementation of new and revised administrative procedures.
3. Analyzes and prepares expenditure, projection, and income reports; reconcile department accounts.
4. Tracks progress and status of department projects and programs.
5. Participates in the preparation and administration of the department's annual budget.
6. Establishes automated processes; identifies computer software; customizes programs to department.
7. Negotiates and schedules maintenance services for departmental equipment.
8. Negotiates, schedules and coordinates equipment or facility enhancements for the department.
9. Serves as management representative on various committees in the city and the community.
10. Develops and conducts training sessions on new procedures, programs or processes.
11. Monitors contracts and agreements to assure compliance and proper billing.
12. Reviews and analyzes new and pending legislation to determine its impact on city operations.
13. Composes Council communications for department management.
14. Prepares grant applications; monitors compliance with grant requirements.
15. May supervise a small group of clerical employees, temporaries or volunteers.
16. Prepares and monitors contracts such as those of temporary employees, janitorial services, and building contractors.

SECONDARY FUNCTIONS

17. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Research and analysis methods and the elements of report preparation
The principles and practices of public administration and of local government structure and services
Computers and their application in local government
Basic budgeting and accounting principles
Program and project management techniques

Ability to:

Effectively use computerized data management systems
Prepare and monitor a budget; estimate costs; project future expenditures
Work independently on major projects
Conduct research, analyze findings, and prepare clear and concise reports and recommendations
Communicate effectively, both orally and in writing
Establish and maintain effective working relationships with city officials, governmental agencies, and employees of all levels and the general public.

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's Degree in business or public administration, management, or accounting and two years of administrative or management support experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.