

CITY OF GLENDALE

TITLE: Management Assistant to the City Attorney **CLASS CODE:** 156

REPORTS TO: City Attorney **GRADE:** 26

DEPARTMENT: City Attorney's Office **FLSA:** E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Performs high-level administrative work including research, statistical analysis, budgeting, evaluation of administrative issues and problems, and preparation of reports and recommendations for the City Attorney's office.

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. Develops and conducts training sessions on new procedures, programs or processes.
10. Monitors contracts and agreements to assure compliance and proper billing.
11. Reviews and analyzes new and pending legislation to determine its impact on city operations.
12. Composes Council communications for department management.
13. Prepares grant applications; monitors compliance with grant requirements.
14. May supervise a small group of clerical employees, temporaries or volunteers in the City Attorney's office.
17. Prepares and monitors contracts such as those of temporary employees, janitorial services, and building contractors.

SECONDARY FUNCTIONS:

18. 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:

Demonstrate sensitivity and awareness to political/policy issues raised by elected officials and articulate them to the City Manager.
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, 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 in city or state government.

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

SPECIAL REQUIREMENTS:

None.