

## CITY OF GLENDALE

<b>TITLE:</b>	<b>Management Assistant II</b>	<b>CLASS CODE:</b>	<b>159</b>
<b>REPORTS TO:</b>	<b>Various</b>	<b>GRADE:</b>	<b>26</b>
<b>DEPARTMENT:</b>	<b>Various</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB SPECIFICATION: May 12, 2011 lb</b>			

### **JOB SUMMARY**

Performs responsible administrative work in the assigned department involving the study and application of administrative and public management systems, policies, procedures, and practices.

### **ESSENTIAL FUNCTIONS**

1. Performs field inspections in assigned specialty category and within special project areas.
2. Assists with the council agenda review process, and reviews items for policy evaluation and grammatical structure and content.
3. Works cooperatively with department heads to ensure that council agenda review items are timely and meet requirements for submittal.
4. Prepares and monitors operating and capital budgets.
5. Conducts independent research, analyzes findings, and makes recommendations to the department head on complex administrative projects and problems.
6. Studies operational problems and makes recommendations on improvements.
7. Serves as liaison with vendors and manages internal resources to ensure successful project completion; provides support and project information and may act as on-site manager to external consultants.
8. Tracks progress and status of department projects and programs.
9. Prepares correspondence, technical statistical reports, council communications and reports findings to Federal, State, and local agencies.
10. Reviews and analyzes new and pending legislation to determine its impact on city operations.
11. Prepares various applications and award nominations on behalf of the assigned department.
12. Manages special and ongoing programs and projects, which may include their design, development, coordination, and implementation.
13. May respond to requests for services from the public and City Council; input requests into the Request for Services (RFS) system and conduct appropriate follow-up.
14. May participate in the preparation and administration of the annual budget.
15. May supervise Management Intern position.
16. 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  
The use of computers and software packages  
Customer service and problem resolution practices

**Ability to:**

- Demonstrate sensitivity and awareness to political/policy issues raised by elected officials and articulate them to City Management
- Prepare and monitor a project's 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**

Master's Degree in business or public administration management, or accounting and one year of executive administrative management or internship experience in city or state government.

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