

**Summary of Duties:** Performs a broad range of entry-level professional work in connection with administrative, personnel, budget, grants, legislative and/or fiscal activities in various City departments; receives on-the-job training and experience in preparation for career advancement in various professional areas; and does related work.

**Distinguishing Features:** **Management Assistant** is an entry-level professional administrative class, the incumbents of which receive on-the-job training and work experience relating to the operations of a staff or line City department or bureau. Management Assistants are exposed to the policies, procedures, rules, and regulations within the department or bureau in which they are employed, as well as to those in use on a City-wide basis. Detailed job training is received in the duties and responsibilities of the specific job to which they are assigned. The purpose of this class is to assist in producing a work product and further develop the employees' writing, analytical, and oral presentation skills gained in college, while at the same time training them in the diverse operations of the City in preparation for advancement to higher classes such as Management Analyst, Personnel Analyst, Administrative Analyst, and Utility Management Assistant where they will perform more difficult and complex administrative work involving the exercise of considerable independent judgment. Management Assistant differs from the class of Management Aide in that the latter was developed as a temporary training class for the purpose of bridging clerical and non-professional employees into professional administrative classes. Assignments normally are given verbally and in writing and results are evaluated.

**Examples of Duties:** As a member of an operating department's general administrative staff, a Management Assistant:

Assists in resolving departmental administrative problems by identifying, analyzing and focusing on the nature of the problem, collecting and interpreting data, determining alternative solutions and consequences, recommending a course of action, and preparing reports and documentation as necessary.

Assists in preparing, reviewing, and editing departmental budget requests.

Assists in analyzing, developing, installing, modifying and reviewing administrative systems and procedures.

Collects, organizes, and records data for recurring reports.

Accesses and manipulates data from mainframe computers, personal computers, and local area networks.

Assists in maintaining periodic analyses of accounting and fiscal data.

Assists in the preparation of operating manuals and annual reports.

May assist in the design and implementation of information systems.

May prepare routine interoffice memos, letters, and reports to

other City offices, private citizens or companies, or to other governmental agencies.

May assist in preparation and review of applications for various Federal and State grants.

May monitor and coordinate existing programs, activities, or projects that have well defined guidelines or procedures, including grant funded programs.

May make oral presentations on routine matters before various governmental boards and agencies.

May assist in recruitment, placement, training, affirmative action, safety, grievance and disciplinary matters, and other personnel functions of an operating department.

May review, analyze, and prepare recommendations relating to routine proposed legislation.

May assist in procuring supplies, materials, and equipment for an operating department.

May assist in the development of contracts.

**As a member of a centralized staff agency:**

Assists in investigating, evaluating, and making recommendations on requests from operating divisions, bureaus, or departments relating to fiscal, budgetary, legislative, or personnel matters.

May be involved in specialized personnel activities such as employee selection, classification, recruitment, training, counseling, and affirmative action programs.

May investigate, analyze, and make recommendations on departmental budget requests, labor relations matters, management audits, and contract negotiations.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

**A general knowledge of:**

Basic principles, practices, methods, and techniques of public administration, personnel administration, and organization and management.

Data processing and computer-based systems capabilities as they relate to gathering, retrieving, storing, and manipulating data.

**The ability to:**

Gather factual information and conduct research.

Analyze and evaluate a variety of data and make logical, defensible conclusions or recommendations based on that data.

Work under pressure of time and conflicting demands.

Prepare oral and written reports and recommendations that are

clear, concise, logically developed, and convincing.  
Think creatively for the purpose of developing new procedures, methods, or approaches for completing assignments.  
Perform basic arithmetic computations and interpret statistical information, charts, and diagrams.  
Deal tactfully and effectively with the public, management, supervisors, and other employees in either one-on-one or group meeting situations.  
Work independently from general instructions and complete assignments with minimal supervision.

**The physical ability to:**

Efficiently prepare, review, interpret, and edit a large volume of reports, correspondence, reference materials, and other documents, that may weigh up to 15 pounds.  
Efficiently obtain, manipulate, and interpret information stored in mainframe and personal computers.  
Communicate with supervisors, co-workers, the public, and others for the purpose of insuring proper and timely completion of work, providing training, conducting meetings, providing and/or obtaining information at meetings, and other job-related activities.  
Use telephones to obtain or provide information.  
Use files and other reference materials.  
Make site visits to various field work sites to inspect operations or obtain information.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**Minimum Requirements:** Graduation from a recognized four-year college or university is required.

**License:** A valid California driver's license may be required for some positions.

**Fair Labor Standards Act Status:**

All of the positions in this class qualify for an administrative exemption from the minimum wage and overtime requirements of the Fair Labor Standards Act.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.**