



Title: Management Assistant

FLSA Status: Non-Exempt

Classification Pay Plan and Confidential Status: Confidential

Confidential Designation
<p>CONFIDENTIAL refers to a position that may work with or have access to private or classified personnel information. Examples of administrative functions that may indicate a classification is confidential include: Personnel Information and Employee/Labor Relations Information</p> <p>All Sr. Executive Assistants, department Executive Assistants, and administrative assignments in the City Attorney, City Clerk, City Manager, Mayor and Council, Management and Budget, and Human Resources shall be designated as confidential.</p> <p>The City Manager has the authority to designate positions as confidential and pursuant to City Ordinance and/or law, designation of a position is subject to change.</p>

BRIEF DESCRIPTION:

This is the first level in the management support series. A Management Assistant provides entry level analytical support to a division, or program area. This is accomplished by conducting research, routinely performing analysis, preparing and interpreting policies and procedures, working with grants and the budget, performing financial studies, coordinating and working with special programs/projects, working with department or City specific software, regularly developing complex spreadsheets and databases, and processing and reporting information. May act as a functional or technical lead to administrative staff. Performs classified duties relating to personnel and/or employee relations. Other duties may include completing related tasks as assigned. This classification is distinguished from the Management Analyst classification by less complexity and scope of analytical work performed.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Creates complex spreadsheets, queries, and databases routinely to help with research, reporting and analysis. Assists management in conducting research studies, collects data on operational and administrative issues and performs comprehensive analysis, and makes recommendations on policy issues. Develops reports for analyzing information. Collects, analyzes and reviews data. Prepares operational and statistical reports or manuals.



2	S	Collects data on operational and administrative issues and performs analysis, and makes recommendations on policy issues. Assists with establishing schedules and methods for program operations. Interprets, recommends and assists in implementing policies and procedures. Assists with personnel, timekeeping and/or employee relation responsibilities.
3	S	Advises on and assists in controlling and administering division and/or program budgets. Assists in preparing budget documents. Makes projections, monitors expenditures and tracks department/division budgets, and assists with budget activities by researching and obtaining data for budget development. Provides support for the coordination of the budget.
4	S	Based upon assignment, may analyze and research grant opportunities. Prepares and writes grant applications; monitors contracts and agreements to assure compliance with grant requirements and proper billing. Researches discrepancies regarding grants. Tracks grants and contract expenditures.
5	S	Monitors division and/or program compliance with applicable City, State, and Federal regulations. Reviews and interprets impact of pending legislation. Makes recommendations in conformance with laws, regulations and policies; assists with conducting surveys and/or research, and analyzes findings.
6	S	Under project assignments, an incumbent in this class may recommend, and assists in the development, implementation and administration of division/program related systems or procedures to enhance the operations and productivity of the organization. Recommends and assists in the development and implementation of goals and objectives for special programs and projects. Estimates costs and prepares reports on programs and/or projects.
7	L	May assist with IT related issues, training, and database system needs; establishes automated processes, customizes programs for division implementations and testing upgrades to internal and external staff as needed.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over one year up to and including three years experience.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has moderate fiscal responsibility. Makes recommendations toward fiscal decisions within the department. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Depending on assignment: Valid AZ driver's license, and/or one (1) Arizona Department of Environmental Quality (ADEQ) Grade 1 Certification upon hire.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	X	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations, observing work site, observing work duties, communicating with co-workers
Sitting	F	Desk work, meetings, driving
Walking	O	To other departments/offices, around work site
Lifting	R	Supplies, files
Carrying	R	Supplies, files
Pushing/Pulling	O	File drawers, tables and chairs
Reaching	O	For supplies, for files
Handling	C	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator
Kneeling	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	O	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	From computer to telephone, getting inside vehicle
Climbing	R	Stairs, step stools
Balancing	R	On step stools
Vision	F	Reading, computer screen, driving
Hearing	F	Communicating via telephone/radio, to co-workers/public
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers and related software

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

PROTECTIVE EQUIPMENT REQUIRED:

Some positions may require safety footwear.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			