MANAGEMENT ASSISTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION
Under general supervision, provides responsible paraprofessional assistance in the analysis, implementation, and monitoring of assigned programs; researches grant opportunities, completes grant applications, and monitors awarded grants; provides highly responsible administrative staff assistance including conducting specific and moderately complex analyses of a wide range of department activities; participates in coordinating assigned activities with other divisions, outside agencies, and the general public; processes and maintains a variety of documents, forms, and records; and performs a variety of research duties in support of assigned department.

REPRESENTATIVE DUTIES
The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide responsible paraprofessional and technical assistance in the analysis, implementation, and monitoring of department programs; investigate, analyze, develop and prepare special studies and projects.

2. Collect and compile relevant data supporting the formulation of department policy, goals and procedures.

3. Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives.

4. Monitor and coordinate the daily operation of assigned project or program area; perform administrative detail work and maintain appropriate records and statistics.

5. Provide responsible administrative staff assistance including conducting analyses of a wide range of department activities.

6. Conduct surveys and perform moderately complex research and statistical analyses as requested; prepare related reports.

7. Compile materials and assist in the preparation of reports, manuals and publications; prepare agenda items for City Council meetings as necessary.

8. Assist in coordinating marketing and public relations programs; prepare and disseminate newsletters and related materials; attend and participate in community groups and meetings; educate the public on assigned programs.

9. Direct basic office management functions that may include technical and functional supervision of others.

10. Assist in the preparation of a budget; prepare budget recommendations relative to assigned areas of responsibility; research past expenditures and project next year increases.
11. Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

12. Provide responsible paraprofessional and technical assistance in the analysis, development, and writing of city grants; keep informed on a wide range of grant opportunities and identify potential local, state, and federal funding sources.

13. Determine grant requirements and perform initial grant assessment prior to transmittal to appropriate departments; assist City staff in identifying resource needs that are consistent with the City’s objectives and goals.

14. Collect, organize, and catalog information regarding grant availability, grant requirements, and funding cycles of grantors.

15. Organize, write, and coordinate written applications in response to requests for proposal, and grant opportunities; coordinate the work of others who are assisting in the application process.

16. Coordinate the submission of grant applications, tracking of applications, and receipt of grants.

17. Monitor grant applications through approval process and negotiate contract with grant agency; prepares grant monitoring reports for submission to grantee and/or other regulatory agencies.

18. Monitor and evaluate awarded grant projects to assure grant compliance.

19. Perform grant accounting functions including preparation of journal entries for revenue and expenditure transactions and preparation of grantee performance reports.

20. Perform related duties as required.

QUALIFICATIONS
The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:
Operational characteristics, services and activities of assigned program area.
Basic methods and techniques of data collection, research, and analysis.
Basic principles and practices of analytical, statistical, and financial report preparation.
Principles of business letter writing.
Principles and practices of grant writing.
Principles and practices of record keeping and records management.
Basic principles of budget preparation and control.
Basic accounting principles.
Basic principles and practices of public administration.
Principles and practices of public relations.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
English usage, spelling, grammar, and punctuation.
Pertinent federal, state, and local codes, laws, and regulations.

Ability to:
Perform a variety of para-professional administrative and routine analytical duties in support of assigned programs and functions.
Learn the operation, policy and procedures of assigned department or office.
Perform a wide variety of administrative duties on behalf of a high level administrator with little or minimal supervision.
Analyze situations accurately and develop effective courses of action.
Provide responsible paraprofessional and technical assistance in the analysis, development, and writing of city grants.
Identify local, state, and federal funding sources.
Prepare complex funding applications, financial reports, evaluations, and narrative reports.
Coordinate and administer assigned programs and functions.
Gather, organize, compile and summarize data.
Maintain a variety of ledgers, logs, records, and reports.
Prepare a variety of clear and concise reports, documents, and memoranda.
Respond to requests and inquiries from the general public.
Prepare and maintain accurate financial records and documents.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Interpret and apply pertinent federal, state and local codes, laws and regulations.
Understand and carry out oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**
Two years of college with major course work in public administration, business administration, economics, statistics, or a related field. A Bachelor’s degree is highly desirable.

**Experience:**
Two years of research, administrative support, or analytical experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.
CITY OF CERES
Management Assistant (Continued)

Bargaining Group: Miscellaneous
FLSA Status: Non-exempt
June, 2007
Johnson & Associates

ACKNOWLEDGMENT
I acknowledge that I have read the job description and requirements for the Management Assistant position and I certify that I can perform these functions.

______________________________ __________ ______________________________
Applicant Signature Date Witness

*Management has the right to add or change these duties of the position at any time.