

MANAGEMENT ASSISTANT

Grade: 9
FLSA: Exempt

CITY OF ALVIN AN AT-WILL EMPLOYER

JOB TITLE: MANAGEMENT ASSISTANT ADMINISTRATION

GENERAL STATEMENT OF JOB

Under the direction of the City Manager, this position initiates, plans, coordinates and implements responsible and complex administrative, systems, operations, statistical and other management analyses, services and activities. This position assists the City Manager in the handling of complex, multi-dimensional management issues requiring a high level of originality and independent judgment. The position conducts and/or oversees studies on operational, administrative, and legislative issues. The position also advises management on management and administrative issues and provides highly complex and responsible assistance to the City Manager. This position will also assist various departments in completing special and ongoing projects.

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Assist the City Manager with interdepartmental and intergovernmental programs; provide technical and administrative assistance to departments and other appropriate agencies; may direct interdepartmental teams on complex projects; coordinates and provides leadership on matters having interdepartmental application, and interprets and/or develops recommendations regarding appropriate City policies and rules.

Assist the City Manager and Assistant City Manager/Chief Financial Officer with preparation of the annual budget/capital improvement program; provide responsible budget preparation, analysis and monitoring support; make recommendations for action and assist in policy and procedure development, analysis, and implementation; assist in developing, analyzing, and monitoring departmental budgets.

Plan for and organize complex operational, administrative, or management studies or projects; conducts or oversees special policy analyses to meet specific City, department or sound administrative practices; identify problems, determine analytical techniques and informational gathering processes and obtain required information for analysis.

MANAGEMENT ASSISTANT

Collect statistical information and keep pertinent data up-to-date regarding program performance measures, operating and budget transfers, revenues, and expenses; analyze alternatives and make recommendations regarding such areas as performance measures, staffing, productivity, policy or procedure modification, etc.; discuss findings with City Manager and prepare reports of study conclusions and recommendations.

Organize and manage various community outreach and citizen participation programs.

Evaluate various City programs and develop and recommend new City regulations as necessary; analyze current and historical administrative trends, coordinating activities with the City Manager and departments; periodically review existing City regulations and recommend revisions or deletions as appropriate.

Draft documents for the City Manager, City Council or other City staff, including, but not limited to, resolutions, ordinances, requests for proposals and/or bid forms and specifications, contracts, grants, meeting agendas, and agenda requests.

Research, compile and summarize information on designated topics and prepare and disseminate documents related to such topics; develop meaningful presentations and recommendations.

Responds to citizen complaints and requests for service.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in various fields associated with the provision of City services.

Interact in a professional and respectful manner with City staff, officials, other agencies, and the public.

Perform additional related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge: Local government administration principles and practices; principles of project management; superior customer relations; methods for negotiating contracts; political and government processes and policy analysis; effective written communication, report and presentation preparation; pertinent Federal, State and Local codes, laws and regulations; data analysis and evaluation; practices of local government budget preparation and administration; collaborative problem-solving methods; and technology and software applications that can enhance the effectiveness of the City.

Skills: Ability to: Conceive, plan and conduct management/problem analysis studies and surveys; identify and recommend alternative solutions; project consequences of proposed actions and implement recommendations in support of goals; identify and respond to community issues, concerns and needs; provide leadership in assigned areas of responsibility; interpret, apply and explain City policies, procedures, laws and regulations relating to assigned activities; analyze problems; think creatively; research, analyze and evaluate new service

MANAGEMENT ASSISTANT

delivery methods and techniques; prepare clear and concise administrative and financial reports; motivate others and stimulate team and group processes; effectively assist in the coordination, integration and monitoring of planned organizational change; accept responsibility and be held accountable; be coachable; coordinate multiple activities simultaneously, adapt to change and remain flexible; communicate effectively, clearly and concisely, both orally and in writing regarding complex and highly visible issues; interact professionally with various levels of elected and administrative officials, special interest groups, general public and City employees; maintain confidentiality and use good judgment; establish and maintain effective working relationships with those contacted in the course of work; utilize applicable software and data processing applications; participate on various committees to analyze, evaluate and resolve public policy issues; perform assignments in a coordinated and organized fashion; effectively manage time and coordinate a variety of projects between various departments in a timely and efficient manner; effectively present program issues to a variety of audiences; develop policy guidelines and/or decisions; handle stressful situations and effectively deal with difficult or angry people.

Education: Bachelor's degree in public administration, business administration or related field required. Master's degree in public administration preferred.

Experience: Minimum two (2) years increasingly responsible administrative and analytical experience preferably within a local government environment.

Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above-specified education and experience requirements.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work is primarily performed in an indoor office setting with extended periods at a computer. Physical effort is needed to lift and carry office materials and displays. May be subject to repetitive motion such as typing, data entry and vision to monitor. May be subject to extended periods of intense concentration in the review of fiscal and accounting reports. Mobility is needed to attend various meetings and basic communication skills are necessary for frequent telephone usage and oral presentations. May be required to work beyond normal working hours and on weekends.

SIGNATURE/APPROVAL

_____	_____	_____
Employee Signature	Print Name	Date

_____	_____	_____
Human Resources Signature	Print Name	Date