

CITY OF SIMI VALLEY

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 direction, this class is designed to function as an entry level class in the professional general administrative career series; performs a variety of administrative and routine to moderately complex analytical duties in support of various administrative and programmatic operations and activities within an assigned department; 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.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

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. Perform various administrative and routine analytical duties in support of assigned City department including to conduct surveys and to prepare reports; select and apply appropriate research techniques to conduct studies and surveys.
2. Prepare descriptive, basic analytical, and evaluative reports, documents, and summaries in a clear and concise manner; participate in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.
3. Collect, compile, and analyze information from various sources on a variety of topics; perform research and basic statistical analysis on administrative, fiscal, personnel, and operational issues; analyze data and make recommendations on the formulation of operating procedures and organizational requirements for assigned area.
4. Serve as liaison between assigned programs/functions and other City staff, the general public, and outside agencies; coordinate program activities and services; represent the assigned area to public and private groups, organizations and other City groups; provide information and assistance as appropriate.
5. Assist in budget preparation, analysis and administration as assigned.
6. Prepare invoices for accounts payable and receivable; audit invoices for accuracy; authorize payments in accordance with approved purchase orders; maintain record of payments received.
7. Maintain a calendar of activities, meetings and events for assigned department; may administer training programs for assigned department; ensure employees are trained in a timely manner; arrange training seminars and prepare associated paper work.
8. Attend and participate in staff meetings; stay abreast of new trends within the assigned area of responsibility.

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9. Respond to public inquiries, complaints, and requests for information in a timely and courteous manner; provide information within assigned area of responsibility; distribute appropriate forms, documents and manuals as appropriate; compose correspondence and prepare responses to requests for information as assigned; assist with the preparation of public information materials including newsletters and brochures.
10. Routinely use the City's Enterprise Resource Planning (ERP) System; provide technical support to end users; respond to end user requests for information on system use; investigate, troubleshoot and resolve end users' problems; maintain system and end user documentation and procedures.
11. Maintain office and other related supplies and equipment; order supplies as needed.
12. Develop and maintain internal systems for data collection and entry, financial analysis, and report generation; organize and maintain accurate and current filing system; assist in the department's records management system, maintaining compliance with the City's retention and destruction schedule.
13. Assist in selecting and supervising volunteers and clerical support staff as assigned.
14. Utilize various computer applications and software packages; enter data and maintain and generate reports from a database or network system; create publications, manuals, forms and various other documents using a variety of software.
15. 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:

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 record keeping and records management.
Basic principles of budget preparation and control.
Basic accounting principles.
Principles and procedures of financial record keeping and reporting.
Basic principles and practices of public administration.
Principles and practices of public relations.
Basic principles and practices used in the development and administration of assigned programs.
Operational characteristics, services and activities of assigned program area.
Modern office procedures and methods including computer equipment and supporting applications.
Pertinent federal, state and local codes, laws and regulations.
English usage, spelling, grammar, and punctuation.

Ability to:

Perform a variety of administrative and routine analytical duties in support of assigned programs and functions.
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 coursework in public administration or a related field. A Bachelor's degree with major course work in public administration or a related field is highly desirable.

Experience:

Two years of research, administrative support or analytical experience, preferably in public administration. Experience directly related to the position is highly desirable.

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: Standard office setting; exposure to computer screens.

Physical: Sufficient physical ability to work in an office setting; sit for prolonged periods of time; operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Adopted: January 2004
Johnson & Associates

Revised: June 2005, July 2016