



CITY OF CHINO

Management Assistant

Definition:

Under limited direction, the Management Assistant performs a variety of moderately difficult analytical work in support of Department managerial functions and other related work as assigned.

Class Characteristics:

The Management Assistant is a multiple position classification in the administrative series, which may be utilized in various City departments.

Essential Functions:

- Conduct assigned project or program activities; perform research and statistical analysis; prepare and present reports of findings and recommendations as to appropriate action.
- Assist in preparing proposals, contracts, reports and records related to contract services or grant-funded program activities; monitor budget expenditures.
- Compile information and prepare manuals, documents, resolutions, or publications relating to administrative, fiscal or operational issues.
- As designated representative, participate in committee activities; contribute views and interests of the Department in execution of assigned duties.
- Provide assistance to Department management, other City personnel, and the public regarding administrative, fiscal or operational issues, policies or procedures.
- Monitor Department goals, objectives and development and administration of the Department budget.
- Assist in the development of new policies impacting grant applications and monitors grants.
- Write articles, news releases, and publicity materials for publication.
- Coordinate the preparation, layout, and distribution of newsletters.
- Direct the work of others involved in related activity.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in public administration, business administration, accounting, or a related field.

Experience:

- Some experience conducting research and analysis.

Knowledge of:

- Principles of budget preparation.
- Data processing systems/applications in administrative functions.
- General office procedures.
- Principles of research, statistical analysis, and report preparation.

Ability to:

- Research and prepare complex reports on a variety of subjects.
- Perform moderately difficult analytical work requiring sensitivity to issues.
- Prepare and present reports on a variety of subjects, and maintain accurate records.
- Plan and organize work.
- Represent the Department in a variety of meetings.
- Act as liaison to City personnel, other agencies, and the public.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Understand and follow verbal and written directions.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Establish and maintain cooperative working relationships.
- Handle confidential matters with discretion.

Special Requirements:

- Depending upon assignment, possess a valid Class C California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Management Assistant

Employee Unit:

Depending upon assignment, SBPEA (Professional, Technical and Clerical) or Part-time/Temporary/Seasonal

Revised: 10/26/06

Replacing Management Assistant classification specification dated 10/9/03.

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