



MANAGEMENT ASSISTANT 3

Job Code: 167ABE
Bargaining Unit: 06
Effective Date: 12/28/1988

Description of Work

General Statement of Duties

Performs responsible work providing staff assistance to management, doing research, preparing reports, recommendations and grant proposals; performs liaison, public information, budget preparation and other similar staff functions on behalf of the division or department; and performs related duties assigned.

Supervision Received

Works under the general, technical and administrative supervision of a higher level manager.

Supervision Exercised

Exercises general, technical and administrative supervision over clerical, technical and professional employees.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Directs major administrative functions of the division or department, such as personnel, accounting or budget.

Directs on-going programs including preparing funding proposals, monitoring expenditures and assigning personnel.

Directs research, analyzes, evaluates and develops proposals based on the results.

Prepares reports; recommends a course of action and carries out policy decisions.

Reviews and edits reports to assure they are clear, concise, properly organized, consistent with departmental policy and suitable for publication.

Drafts legislation; provides information to public officials on pending legislation and monitors progress.

Develops programs and plans relating to department activities.

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Typical Duties Performed (continued)

Prepares contracts, resolutions and administrative orders; monitors and coordinates the approval process.

Coordinates the dissemination of public information; prepares fact sheets, speeches, presentations and other necessary materials.

Provides staff support for governmental committees; acts as a liaison with community organizations, public agencies, foundations and intra-district divisions.

Provides supervision to assigned office staff.

Knowledge, Skills and Abilities

Considerable knowledge of government administrative procedures.

Considerable knowledge of grant proposal preparation and reporting.

Considerable knowledge of research techniques and of basic accounting principles.

Considerable ability to evaluate information and prepare recommendations.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to manage resources, such as personnel, time and money.

Minimum Qualifications

Bachelor's degree and two years of experience as a Management Assistant 2 or equivalent; or two years of college which includes coursework in English composition, mathematics, bookkeeping or accounting, and two years of administrative experience at the Clerk 4 level or above which involves collecting and analyzing data and report writing, and two years of experience as a Management Assistant 2 or equivalent. (No substitution for two years of college.)