MANAGEMENT ASSISTANT

DEFINITION
Under direction, performs a variety of complex office management support functions/duties to division managers and other management staff; provides technical supervision to department office support staff; and performs related duties as assigned.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Compiles, maintains and prepares records and reports, attends board and commission meetings; and records and transcribes minutes;
- Reviews finished reports, resolutions, ordinances and other legal documents for thoroughness, accuracy, formatting, compliance, spelling, grammar, and readability; formats forms, charts and reports; prints final documents, distributes, organizes and maintains various administrative, reference, and follow-up files;
- Inputs, retrieves and references various computer data management systems such as Financial Management System and Budget Development System; issues budget change requests;
- Provides information which may require more elaborate interpretation of City policies and procedures to visitors and staff; answers phones and takes messages or refers callers to appropriate persons; provides follow-up on the routine inquiries from the public or staff and refers or assists in resolution of problems;
- Collects and enters employee time sheets; checks account number charges and time-off requests; files daily attendance reports; schedules requests for leave and vacations, maintains department master calendar, sets appointments and meetings; makes reservations for City facilities; centralizes department records including contracts, project files, department related documents;
- Performs functional administrative duties for the department and provides direction and on-the-job training to assigned personnel. May provide input to performance evaluations for department office support staff as required;
- Completes other department related job duties as necessary.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:
- Knowledge of: modern office methods to include business correspondences and file management, operation of standard office equipment including a personal computer, pads, facsimile, and recording devices; standard business arithmetic, and of correct English usage including spelling, grammar, punctuation, vocabulary; record keeping, report preparation and best practice office management techniques,
- Skilled in: preparing detailed reports, minutes of official meeting, routine business correspondences with minimum instructions and guidance, maintaining confidential data and information, making arithmetic and statistical calculations, establishing and maintaining effective work relationships with those contacted in the performance of required duties, performing routine duties with accuracy and proficiency,
- Ability to: plan, organize and schedule work in the office, perform essential job duties with or without supervision, effectively communicate with all levels of staff verbally and in writing, to explain and provide organization, procedures and operational details of the City and assigned department/division process and procedures, and able to type 40 to 50 words per minute with less than a 5% error rate.
- Proficient in operating office equipment including computers and software, fax machines, copiers, scanners, and other specialized equipment, MS Office software packages and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: an Associate Degree or Certification in Office Management or related field AND three years’ experience providing progressively responsible office support functions in a business environment OR two (2) years of experience performing the duties of Staff Assistant with the City of Inglewood. Any combination of education and experience that is equivalent to the minimum qualifications as determined by the Human Resources Department may be considered.

Merged Classifications - Administrative Assistant Administrative Secretary; Fleet Administrative Secretary; Legal Secretary;