SENIOR MANAGEMENT ASSISTANT

DEFINITION
Under general supervision, provides expert level administrative, confidential, professional support to the Mayor, Executive staff members and/or Elected Officials. This is a promotional position, which requires at least two years of fulltime service as a Management Assistant to qualify.

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
- Receives and disseminate official and confidential information between Administration and City staff;
- Prepares City Council, Board and Commission agenda materials, draft reports, resolutions, ordinances and other legal documents;
- Maintains calendars, organizes and arranges travel arrangements, prepares, obtains and distributes meeting materials;
- Generates meeting minutes and update agenda agreements and other related correspondences for the department/division.
- Edits and reviews forms, charts, reports and other materials for thoroughness, accuracy, formatting aesthetics, compliance with policies and procedures, appropriate English usage to include spelling, grammar, and readability;
- Interfaces and follow-up with citizens and other department visitors regarding concerns, complaints and requests for information;
- Assists with preparation of annual budget, amendments and other administrative functions for compliance with City and department goals and policies
- Create and retains centralized department records including contracts, project files, ordinances, resolutions, and documents.
- May supervise and provide performance evaluations for department office support staff as required.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of City and Department policies and procedures, of customer service techniques and concepts, and of MS Office software packages to include Word, Excel, and PowerPoint.
- Skilled in file and record management, assessing and prioritizing multiple tasks, projects, and demands, typing, reviewing, and proofreading confidential documents and reports, working with conflicting deadlines to complete projects and assignments and in establishing and maintaining productive working relationships;
- Ability to effectively communicate verbally and in writing, train and monitor work of others, work with a sense of urgency to complete projects with accuracy and maintain a professional demeanor at all times; Ability to: plan, organize and schedule work in the office, perform essential job duties with little to no 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.
- Must type 60 words per minute with less than a 5% error rate and be proficient in operating a personal computer and other office equipment as necessary to complete assignments; expert proficiency in the Microsoft Office package is a required.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending, and lifting up to 10 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Associates Arts degree with major coursework in English, Business Administration, and Accounting AND six years’ experience performing complex and managing confidential administrative support work in a business environment with at least two years as a Management 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.

Classifications Merged:
1. Executive Secretary
2. Senior Administrative Secretary