



CITY OF ELOY, AZ JOB DESCRIPTION

TITLE:	Management Assistant	JOB CODE: 1023
REVISED:	July 1, 2017	FLSA: Exempt

Summary: Under general direction, performs a variety of highly responsible complex administrative functions and management analysis work, including coordination of special programs and projects and the development and preparation of studies, and reports; participates in the development, implementation, and administration of policies, procedures, and programs. This position may be responsible for the administration of the municipal airport including record keeping, budgets, and contracts. And maybe responsible for grant administration, coordination. May supervise clerical office staff and/or any staff as directed by the Department Head including contract employees. Assists in the preparation of the departmental budget, making corrections, adjustments and changes as necessary and assists department personnel in providing desired and cost effective services and facilities to the public. Assists in resolving citizen complaints and inquiries.

Essential Job Functions: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists with the implementation, evaluation and interpretation of department policies, projects and procedures; assists in the preparation of ordinances and other supporting program documents.
- Researches, organizes, compiles, summarizes and analyzes data and information for assigned special projects; develops and documents recommendations and alternatives and justifies recommendations; prepares and presents reports to City management and other agencies; exercises independent judgment within defined policy guidelines.
- Coordinates information and assures effective communications between departments; clarifies and reconciles complex issues relating to strategic and operational planning and procedures; coordinates projects with Department Head, City Manager, City Council and/or other regional agencies and organizations, as directed.
- Conducts complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving City-wide issues, programs, policies, and procedures; selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics in areas of fiscal policy, personnel, municipal operations and makes recommendations regarding staffing, equipment, and facilities needs.
- May supervise clerical office staff and/or any staff as directed by the Department Head including contract employees.
- Represents the Department Head on assigned projects to address and resolve public and intergovernmental issues.
- Manages, coordinates, and determines priorities of work load, monitoring levels of resources, establishing time lines, assigning work, monitoring progress, recommending changes and suggestions, writing, reviewing and editing reports prepared by staff, and approving completed projects and reports.
- Contributes to the needs of the community and City by implementing and causing others to implement the organization's values and strategies by leading through example, competency, and accountabilities.
- May be responsible for reviewing, processing and/or supervision of Kronos timekeeping system.

- Provides customer service by receiving, coordinating, responding, to and resolving citizen requests for information, inquiries, concerns, complaints and problems about City and departmental programs, attending public meetings and monitoring activities of City committees and commissions.
- Ensures that the City is conforming to local, state, and federal governmental regulations, and other applicable rules and requirements.
- Performs other duties as assigned.

Characteristics/Knowledge and Skills;

- Knowledge of municipal government functions and organizations, operations, policies and procedures.
- Knowledge of federal and state reporting processes for budgets and expenditures.
- Knowledge of the principles of grant fund accounting, contracts and records management and researches methods for grant funded programs.
- Modern office procedures, methods and equipment including computer and related equipment including various types of software packages and their applications including MS Word, MS Excel, MS Access, MS PowerPoint, Kronos, Caselle and other Internet based applications.
- Principles and practices of the legislative process.
- Excellent writer.
- Congenial with the ability to relate to the general public, public officials, community leaders and association executives.
- Highly motivated and a self-starter. The Management Assistant must possess a significant level of specialized, technical and functional expertise and under only occasional instruction or assistance as new or unusual situations arise.
- The incumbent is expected to provide completed staff work on assigned projects with reports and recommendations taking into consideration a full range of management, financial and budgetary issues.

Minimum Qualifications:

Bachelor Degree in Public Administration, Business Administration, Economics or related field. A Master Degree in Public Administration or Business Administration is highly desired. Substituted for a 4-year degree can be a combination of education and experience which may include an equivalent of 6 years of working experience in management, supervision, financial analysis and local government operations. Must maintain a valid State of Arizona driver's license.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.