



MANAGEMENT ASSISTANT 2

Job Code: 166ABE
Bargaining Unit: 06
Effective Date: 12/28/1988

Description of Work

General Statement of Duties

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

Supervision Received

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

Supervision Exercised

May exercise 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.

Prepares grant proposals and applications for desired projects; prepares periodic reports to funding agencies as required.

Performs research on subjects assigned; selects research channels; analyzes and evaluates the material assembled during research.

Writes reports listing alternatives for action relating to department activities and recommends a specific course of action.

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

Assists in researching and drafting legislation; provides information to public officials on pending legislation and monitors progress.

Assists in developing programs and plans relating to department activities.

MANAGEMENT ASSISTANT 2

Typical Duties Performed (continued)

Replies to inquiries which require research and coordination of information from several sources; abstracts reports of interest to the department.

Assists in preparing 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

Working knowledge of government administrative procedures.

Working knowledge of grant proposal preparation and reporting.

Working knowledge of research techniques and of basic accounting principles.

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

Working ability to evaluate information and prepare recommendations.

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

Minimum Qualifications

Bachelor's degree and two years of experience as a Management Assistant 1 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 1 or equivalent. (No substitution for two years of college.)