



City of Phoenix MANAGEMENT ASSISTANT III

JOB CODE 05330

Effective Date: 05/13

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to resolve highly complex and difficult administrative problems and to perform responsible administrative work involving the study and application of administrative systems, policies and practices, or Federal City programs. A Management Assistant III receives only nominal supervision and handles more complex and difficult operations and services than a Management Assistant II and must be qualified to give leadership and direction to specialists performing research work. A Management Assistant III has very substantial responsibilities in working with heads of other departments or divisions in coordinating, assembling, and preparing requests for obtaining grants from the Federal government for new and ongoing problems. Working only under the most general supervision, work is evaluated primarily on the basis of results achieved.

ESSENTIAL FUNCTIONS:

- Directs or coordinates administrative services for a department or function, such as budget analysis, accounting, contract management, human resources, administrative support, and technical services.
- Supervises professionals and specialists performing in a variety of functions including research, budgeting, contract administration, human resources, or other specialized areas.
- Briefs and prepares directors and other managers on departmental issues going forward to City Council and Subcommittees, including coordinating and ensuring the accuracy of supporting reports and presentations.
- Directs or conducts the research and analysis of work problems, policies, and procedures, such as communications, information flow, business processes, organizational change, and cost or revenue analysis.
- Evaluates options for organizational changes and provides written or verbal reports on the merit of the recommendations.
- Develops cost estimates, forecasts budget projections, and conducts financial studies to determine the availability of resources for funding current or new programs.
- Assists in the administration of the department's or City's capital improvement programs or serves as project manager for capital improvement projects or programs.



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- Writes or reviews a variety of reports and correspondence, such as departmental memos, City Council Reports, requests for proposals, requests for grant funding, citizen and media responses, and other administrative reports.
- Serves as a liaison to the offices of the Mayor, City Council, City Manager, and Public Information, such as providing information, coordinating department responses to questions, and providing mid-manager staff support to City Council Subcommittees or other boards and commissions.
- Coordinates responses to internal audits, government compliance reports, proposed legislation, or manages federal oversight reviews on behalf of the department or City.
- Identifies, develops, and maintains governmental and community networks and partnerships that enhance the City's ability to serve customers.
- Conducts presentations and represents the department at a variety of engagements, such as speaking before citizen boards and commissions, City Council and Subcommittee meetings, department head meetings, and providing professional training to City staff.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- The principles and practices of public administration and government organization.
- Business and management principles, such as strategic planning, resource allocation, leadership, and coordination of people and resources.
- Research techniques, methods, and procedures.
- Municipal budgeting and finance principles, methods, and practices.

Ability to:

- Perform a broad range of supervisory responsibilities over professional, technical, and clerical staff.
- Review or checks the work product of others for conformance with standards.



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- Use critical thinking, logic, and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Comprehend and make inferences from written material in the English language.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Communicate verbally with other City employees, customers and the public in face-to-face one-on-one settings, in group settings, or using a telephone.
- Explain technical problems or services in simple, nontechnical language.
- Work cooperatively with other City employees and the public.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of responsible experience in public administration, research, and finance, including one year of supervisory experience and a master's degree in public or business administration, government management, industrial engineering, or a related field.