

MANAGEMENT ASSISTANT

Code No. 3-05-026
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a staff position responsible for performing a variety of office management tasks including coordinating the functions of a large department, unit or agency in order to allow an administrator to execute more substantive duties. The employee reports directly to and works under general supervision of an administrator with wide leeway allowed for attending to administrative details. When working on complex projects or confidential matters, these employees work closely with the administrator. The employee also represents the administrator at meetings. Supervision may be exercised over a subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Oversees a function of a department and is responsible for ensuring the efficient day-to-day activities and work flow;

Reviews, evaluates and recommends revisions in job methods to improve work flow, simplify procedures or effect operating cost reductions;

Consults with administrator to develop and independently implement policies and procedures;

Develops, updates, and publishes department's policy and procedure manual and disseminates to staff;

Makes budget estimates, assists in preparing budget justifications and in some agencies may prepare entire budget independently including estimates, justification and back-up material; or makes recommendations and drafts proposed annual budget independently including all back-up material;

Represents administrator at meetings;

Maintains current knowledge of Federal and State laws applicable to the functioning of a department or unit;

Interprets laws, rules and regulations and provides information as required;

Responds to and resolves day-to-day problems that arise;

Develops and conducts orientations with professional and support staff;

Conducts support staff meetings;

Drafts business correspondence and develops formats for a variety of written material;

Orders and/or supervises purchase, receipt and inventory of departmental supplies;

Reviews, codes, approves and processes vouchers and purchase orders;

Develops grant applications including narrative information and statistical data;

Makes recommendations and justifications for personnel changes;

Writes personnel requests including position duties statements and justifications;

Trains subordinate staff in the use of terminals and other office equipment;

Recommends initial computer system upgrades, changes, and improvements;

Develops computer use standards to protect system and maintain confidentiality of system information;

Establishes, reviews and maintains financial detail reports;

Evaluates use of office space and makes recommendations for use of space, location and relocation of offices;

Works with architects and consultants in planning space requirements;

Arranges physical movements of staff, furniture, and functions necessary to ensure operational flow during office moves.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, practices and methods; good knowledge of the principles and practices of account keeping and budget control; working knowledge of software and personal computer capacity of the functioning department or unit; working knowledge of procedures and techniques of program review and analysis; working knowledge of principles and practices of purchasing and inventory control; ability to communicate orally and in writing; ability to prepare correspondence and reports; ability to collect and compile budget data and make budget estimates; ability to prepare narrative and/or tabular reports; ability to review, evaluate and recommend revisions in work methods and procedures; ability to make assessments of program function; ability to isolate needs and develop solutions; ability to order and/or supervise the purchase and inventory of departmental supplies; ability to supervise the maintenance of departmental filing and retention systems; ability to read, comprehend and apply departmental rules and regulations; ability to interpret applicable laws in relation to the functioning of a department or unit; ability to represent administrator at meetings; ability to develop grant applications; ability to plan, assign and review the work of subordinates; ability to operate a personal computer; ability to recommend initial computer system changes; good judgment; ability to establish and maintain effective working relationships; initiative; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- A. Five (5) years of paid full-time or its part-time equivalent professional* experience** responsible for project or program management***, office management***; or program or project development and implementation; ****OR,
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus three (3) years of professional experience as defined in A above; OR,
- C. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or Master's degree, plus one (1) year of professional experience as defined in A above; OR,
- D. Any equivalent combination of training and experience as defined by the limits of A, B, and C above.

*professional experience for the purpose of these minimum qualifications does not include secretarial, clerical, reception or teller-type duties.

** all qualifying experience will have constituted the main focus or major component of your job.

*** management experience for the purpose of these minimum qualifications is defined as having complete control over an organizational unit, or providing direction and guidance to staff in the activities of an office, project or program. Examples of unacceptable experience include, but are not limited to, interviewing, conducting research, or assessing program eligibility.

**** project or program for the purpose of these minimum qualifications is defined as an organized group of activities performed to accomplish a specific goal or carry out policy aimed at improving or changing existing conditions, practices or procedures.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

REVISED: January 8, 1987

REVISED: December 12, 1991

REVISED: November 8, 2001

REVISED AND TITLE CHANGED: May 6, 2010

Formerly: Administrative Assistant