



Position Description

Job Title:	Management Assistant	Grade Number:	
Department:	Administration	Date Modified:	November 9, 2016

This is a Non-Exempt position under the FLSA guidelines.

General Purpose:

Performs skilled administrative support work providing a variety of intermediate administrative, program or technical operations, prepares and maintains a variety of detailed records, reports and files, assists staff with programs and projects, provides information, solves problems, responds to inquiries and performs related work as required.

Essential Duties and Responsibilities:

SUPERVISION RECEIVED:

Works under the general supervision of the City Clerk and City Administrator.

SUPERVISION EXERCISED:

None generally. May exercise supervision over clerical, temporary or other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs skilled office support functions with a higher level of skill and independence required, maintains records, collects and disseminates data and information, responds to customer/client concerns and questions. Position handles a variety of assignments and problems independently.
- Manages and supervises assigned operations to achieve goals within available resources.
- Assists in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.
- Provides professional advice to supervisor;
- Communicates official plans, policies and procedures to staff and the general public; Makes presentations to supervisors, boards, commissions, civic groups and the general public as assigned.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests.
- Assists with human resource functions with a focus on employment, training and development and health and wellness. Places recruitment advertisements and assists in the hiring of new employees. Prepares researches, analyzes and organizes information to produce a variety of documents, reports, informational materials, statistics or other materials.
- Creates, updates and maintains a variety of spreadsheets, databases, and applications; prepares



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reports, tables, and charts.

- Evaluates work procedures, schedules, and workflow; studies and recommends policies and provides administrative assistance to supervisor in meeting management; assembles background materials, prepares agendas, and records action items for various meetings.
- Assists with the management of records.
- Prepares drafts of presentations, contracts, administrative policies, etc. as assigned.
- Investigates and follows-up on citizen complaints. Prepares nuisance notices including but not limited to dead trees, weeds, abandoned vehicles, junk property.
- Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other information materials about programs and services.
- Serves as the City's safety coordinator. Updates the City's Safety Manual and conducts the quarterly safety committee meetings and provides safety training as required.
- Researches grant programs. Prepares grant applications.

PERIPHERAL DUTIES:

- Attend seminars and workshops related to human resources, administrative duties and responsibilities.
- May serve as a member of various employee committees.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Education and Experience:
 - High School Diploma or GED
 - Two (2) years of related experience; or
 - Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.
- Necessary Knowledge, Skills and Abilities:
 - Working knowledge of the principles and practices of modern public administration; working knowledge of human resource administration; Working knowledge of modern records management techniques. Some knowledge of basic bookkeeping or accounting
 - Skill in operation listed tools and equipment
 - Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; Ability to communicate effectively verbally and in writing;



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SPECIAL REQUIREMENTS:

- None

TOOLS AND EQUIPMENT USED:

- Typewriter, personal computer, including word processing, spreadsheet and data base software; mainframe computer terminal; 10 key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet.

SELECTION GUIDELINES:

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



City of Kimball

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Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	