



**CITY OF EL MONTE
HUMAN RESOURCES DEPARTMENT
Job Opportunity**



POSTING DATE: February 13, 2014 REVISED: 2:15PM March 6, 2014

EXAM NUMBER
02-2014

MANAGEMENT ASSISTANT
(Full Time)

(Open and Promotional)

Open to the Public and Current City of El Monte Employees

This position is represented by the General Mid Manager's Association (GMMA) and is exempt from overtime provisions of the Fair Labor Standards Act (FLSA). The Management Assistant is an entry level professional class in the administrative series. This position is within the Public Works Department and reports directly to the Public Works Director.

FILING DATE

Beginning February 13, 2014 through 5pm Thursday, April 10, 2014

SALARY

\$3,500 - \$4,255 Per Month

Range 133 of the El Monte GMMA Salary Schedule

Per GMMA Memorandum of Understanding, this position is subject to 5% unpaid furlough and cafeteria allowance reduction through December 31, 2015. For more information, please contact the Human Resources office at (626) 580-2040.

PENSION REFORM

Employees hired after January 1, 2013, that are new to CalPERS, or are returning members with a break in service greater than six months, will be enrolled in the formula 2% @ 62 retirement plan.

REQUIREMENTS

Must have a Bachelor's Degree from an accredited college or university with major course work in Public Administration, Business Administration or related field;

Must possess a minimum of three (3) years of work experience with duties that include conducting research and analysis;

Must possess a minimum of three (3) years of work experience in a Public Agency; and

Depending upon assignment, possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record may be required.

APPLICATION INSTRUCTIONS

A copy of any/all of the above-listed required degrees, diplomas, licenses, and certificates must be attached to your Application. The acceptance of your application will depend on whether you have clearly shown that you meet the selection requirements. In the License or Certificate Section of your application, be sure to give Title of Registration, Number, Issue Date, Date of Expiration, and Name of Issuing Agency.

EXAMINATION INFORMATION

The City will use the following testing procedures and weights: oral interview – 100%

ESSENTIAL JOB FUNCTIONS

Essential duties and responsibilities include the following (other duties may be assigned):

- Conduct assigned administrative, fiscal, or operational project activity, prepare and maintain records, perform research and analysis as required; prepare and may present reports of findings and recommendations on appropriate action;
- Administer an assigned program, or as designated representative of the department, lead or participate in committee activity, contribute views and interests of the department in the execution of responsibilities;
- Initiate correspondence, prepare public notices, newsletters, or drafts council reports or public documents requiring sensitivity to issues and knowledge of related laws, ordinances, policies, and procedures;
- Participate in budget preparation, analysis, and administrative; research and prepare cost analysis; prepare grant requests;
- Conduct or complete surveys; as directed, respond to inquiries regarding department operations and provide explanation of department activities, policies, and procedures;
- Coordinate department activities with other City departments; provide liaison to public in the execution of responsibilities; and
- Other duties and responsibilities and assigned.

**ADDITIONAL
QUALIFICATIONS**

Required knowledge, abilities, and skills:

- Perform specialized administrative tasks; Conduct research, perform analysis; Prepare and presents reports of findings; Interpret and apply related laws, ordinances, and policies; Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar;
- Establish and maintain cooperative working relationships; communicate effectively both orally and in writing; Work independently; Work cooperatively, courteously with all segments of the public;
- Knowledge of the organization and functions of the assigned municipal department and municipal government overall;
- Principles of research, statistical analysis, report preparation; Principles of accounting and auditing; Methods and procedures of budget preparation;
- Computer applications in administrative functions; General office procedures; and
- Ability to maintain moral integrity.

**PHYSICAL
DEMANDS**

The physical demands and work environment 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.

Employees perform sedentary work. While performing the duties of this job, employees are required to sit, talk and hear. Employees are occasionally required to stand, walk, stoop, crouch and reach with hands and arms. Employees occasionally must lift and/or move up to 25 pounds. Specific vision abilities required by these positions are those required to perform office machine operations.

**WORK
ENVIRONMENT**

Incumbents are not substantially exposed to adverse environmental conditions. 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. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.