

Tempe Fire Department Policies and Procedures
Senior Management Assistant
410.02U
Rev 8-15-07

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of complex and highly responsible professional duties involved in the study, planning, development and implementation of administrative systems, programs, policies, procedures and practices of the City as assigned; to provide highly complex professional level staff assistance to department managers and division directors; to supervise other professional, para-professional, technical, and management and/or administrative assistant staff.

Supervision Received and Exercised:

Receives general direction from the department manager or division director.

Exercises direct supervision over lower level professional, para-professional, technical, and management and/or administrative assistant staff.

Distinguishing Characteristics:

The Senior Management Assistant classification is distinguished from the Management Assistant II classification by its greater complexity, depth and scope of assignments, and/or by the highly technical, critical and visible nature of the work. Additionally, Senior Management Assistant positions generally supervise professional level staff and oversee key operational and/or administrative programs.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and implement goals and objectives for special programs, projects and systems; participate in department's or division's short and long-term planning; establish schedules and methods for program operations; supervise the implementation of policies and procedures.
- Supervise and perform extensive research for special projects; collect information on operational and administrative problems and perform comprehensive analysis; synthesize information and make recommendations on policy issues; prepare comprehensive administrative, operational, and statistical reports or manuals for use by internal and/or external organizations; present issues and recommendations to various committees, the Mayor, and/or the City Council; supervise and prepare quarterly and annual reports.
- Supervise and review, respond to and resolve a variety of requests or complaints from City employees and/or the general public requiring interpretation of regulations, policies and procedures; research background and confer with management and legal counsel to determine the City's position on the issue; communicate with parties involved; coordinate/implement solutions to resolve problems.
- Act as the department manager's or division director's representative at meetings; may act as the City Manager's representative at meetings; attend, facilitate and speak at conferences and workshops; prepare and give other presentations.
- Create and participate on interdepartmental task forces designed to solve specific problems; speak to community groups regarding City, department or division programs; serve as liaison between citizens and City departments or divisions; respond to press inquiries and may state City's position if authorized to do so.
- Supervise and prepare, administer and monitor the department's or division's operating and capital improvement budgets; supervise/coordinate the budgeting process; maintain and monitor budget controls for the department or division; prepare and/or approve budgetary transfers as required; prepare cost estimates for budget recommendations and submit justification for budget items; monitor and control expenditures; advise managers and other administrative personnel on budget problems, policies, and procedures.
- Supervise, prepare and assist others in the preparation of specifications for department or division purchases; make recommendation for bid awards; serve as primary contact in the department for all purchasing functions; approve and monitor requisitions for payments and purchases in the department or division.

- Monitor, track, coordinate, recommend, investigate and provide assistance related to all personnel issues in the department or division including evaluations, promotions, hirings, disciplinary actions, terminations, position classifications and job descriptions; serve as primary Human Resources contact for the department/division.
- Confer with and provide guidance and direction to department managers and/or division directors and other management and supervisory staff; advise department managers and/or division directors and supervisors on the technical and/or administrative management of their operations and inform them on City-wide policies and procedures; resolve administrative and technical problems with other staff and employees.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Research and study current literature on municipal administration and operation for the purpose of making recommendations; review and recommend action on proposed and approved legislation and regulations to determine their impact upon the division or department.
- Perform related duties as required.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible professional administrative or program management experience in a public agency. Some supervisory experience over professional staff is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. A Master's degree is highly desirable.