



City of Tempe

SENIOR MANAGEMENT ASSISTANT

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	351	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Citywide	<i>Salary / Hourly Minimum:</i>	\$72,630
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$98,051
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Management Assistant II+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

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.

REPORTING RELATIONSHIPS

Receives general direction from the department director or deputy director.
Exercises direct supervision over lower level professional, para-professional, technical, and management and/or administrative assistant staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of responsible professional administrative or program management experience in a public agency. Some supervisory experience over professional staff is desirable.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or degree related to the core functions of this position. A Master's degree is highly desirable.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

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.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Recommend and implement goals and objectives for special programs, projects and systems; participate in departments 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.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as required.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:
[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988
Revised November 1999 (Supervisory exp added to quals)
Revised July 2000

Revised October 2001 (unclassified to classified status)

Revised January 2007 (update min quals)