

Adopted: September 2001, Revised: _____

Class Title: Management Services Administrator

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Oversees daily operations of the Management Services Division including the management of personnel and payroll, public relations and community outreach, departmental administrative support and training and special events coordination.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Promotes public relations by addressing inquiries and resolving customer issues, preparing and reviewing correspondence, and performing site visits related to projects or complaints.
2	S	Supervises and plans division activities by conducting and attending various meetings, assigning tasks to divisional staff, conducting discussions on the handling of activities or assignments, and conferring with staff concerning goals and objectives.
3	S	Conducts presentations by obtaining and preparing information and gaining approval from various offices.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over five years' experience.
Certifications and Other Requirements	Valid Driver's License may be required depending on assignment.
Reading	Work requires the ability to read correspondence, publications, and reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence, reports, publications and press releases.
Managerial	Managerial responsibilities include overseeing staff, coordinating events, and assigning work.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, during City Council formal session meetings
Sitting	F	Computer, desk work, meetings, answering telephone, driving
Walking	O	Inter-office, to/from various office and departments
Lifting	O	Office supplies, visual aides, files, folders, boxes
Carrying	O	Office supplies, visual aides, files, folders, boxes
Pushing/Pulling	O	Filing cabinets, office furniture
Reaching	O	Office supplies from cabinet
Handling	F	Office supplies, visual aides, files, folders, boxes
Fine Dexterity	O	Computer keyboard, calculator, writing
Kneeling	O	Reaching electrical outlets, phone lines, computer lines
Crouching	R	Reaching electrical outlets, phone lines, computer lines
Crawling	R	Reaching electrical outlets, phone lines, computer lines
Bending	O	To pick up boxes, files or paperwork
Twisting	O	To retrieve boxes, files or paperwork
Climbing	F	Stairs
Balancing	O	When carrying items
Vision	C	Computer, desk work, reading, writing, filing
Hearing	C	Telephone, staff, supervisors, reporters, civic leagues, business associates, citizens, meetings
Talking	F	Telephone, staff, supervisors, reporters, civic leagues, business associates, citizens, meetings
Foot Controls	O	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, scanner, binding machine, Standard Microsoft Windows and Office software, Internet/Intranet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	S	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Seatbelt

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)