

**MANAGEMENT ASSISTANT  
612**

**DEPARTMENT:** Community Services/Parks and Recreation

**NATURE OF WORK:**

Performs professional and administrative work in support of the operation of the Division of Parks and Recreation.

Conducts studies necessary for securing facts about operations, policies, and procedures relating to finance, accounting, purchasing, information reporting, and equipment utilization. Performs special projects as assigned and assists with budget development and review. Work is performed under the general supervision of the Director of Parks and Recreation.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Coordinates Division Issue Teams: Information Technology, Communications, Training and Human Resource, Safety, Budget and Finance. Facilitates information sharing among teams; shares Team issues with Division management staff; assists with implementation of team recommendations.

Assists with the review and evaluation of the Division's overall operating effectiveness.

Conducts research and analyzes information.

Prepares written reports for action by division management.

Oversees maintenance of Division local area network, coordinates with Information Technology Issue Team; troubleshooting of hardware and software problems; performs file server backups; serves as liaison with Data Processing; researches software applications; maintains contact with computer systems vendors.

Serves as department volunteer liaison; coordinates use of volunteers with the County's Volunteer Services Coordinator; maintains contact with William and Mary's Office of Student Services.

Oversees preparation of agenda packets and other correspondence for the Parks and Recreation Commission; gathers, compiles, reviews and distributes support information.

Oversees the formulation and completion of administrative procedures and management planning.

Researches procurement of services and/or equipment, and studies management information reporting and equipment utilization and scheduling.

Works with Fiscal Specialist in the development of the Division budget.

Makes presentations to the Parks and Recreation Commission and Board of Supervisors.

Oversees the submittal, review and formulation of management staff agenda packets.

Oversees the collection and submittal of Division statistics such as service performance measures.

Coordinates the preparation of studies and completion of special projects both within the Division and with other County staff.

Coordinates and reviews Division grant and recognition applications.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed in an office setting. Requires operation of standard office equipment including telephone, personal computer, calculator and copy machine.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of project management, financial management, government costing, and information system principles and practices.

Knowledge of program processes, requirements, and procedures.

Knowledge of the operation and maintenance of local area network software and computer operations.

Knowledge of organizational research, analysis, and design; cost/benefit analysis; and local government management systems, policies, and practice.

Ability to conduct research projects, prepare written reports, and present results of research in clear, concise manner.

Ability to work effectively with teams and coordinate multiple team projects.

Ability to work effectively with teams and coordinate multiple team projects.

Ability to establish and maintain effective working relationships with coworkers and general public.

Ability to work on several projects simultaneously, maintain schedules, and meet deadlines.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Business or Public Administration, Management Information Systems, or a related field; two years of experience performing research, analysis, and administrative work, which shall have included computer applications, preferably in the public sector; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.