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Job Specification

MANAGEMENT ASSISTANT

DEFINITION

Under the direction of a manager in a state department, institution or agency, or within a local government jurisdiction, provides a wide range of administrative services in support of a manager(s) within the area of assignment; assists in the coordination of management/administrative activities of an assigned unit or work area; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

DISTINGUISHING CHARACTERISTICS:

The Management Assistant series is distinguished from the Secretarial Assistant series due to the assignment of professional duties such as administrative research, identifying, analyzing and recommending solutions to procedural and/or operational problems or processes, and report preparation. Work is typically assigned on a project basis and generally does not involve the reoccurring or repetitive review of information or data. Secretarial and other office clerical work may be assigned but should not be the primary emphasis of the position. Positions in this class typically act as the principal assistant to the manager(s) regarding administrative matters, and help relieve them of administrative detail. Work is performed with considerable independence and is reviewed upon completion for adherence to instructions, plans and standards.

The Management Assistant series is distinguished from the Administrative Assistant series due to the ability to simultaneously provide administrative services to more than one manager. Positions providing administrative services to more than one manager on a temporary or short-term basis shall not be included in this class (e.g. vacation/sick day coverage).

The organizational level of the manager(s) providing assignment is irrelevant to positions in this class, whereas positions in the Administrative Assistant series, by definition, are classified according to the organizational level of the manager they report to.

EXAMPLES OF WORK:

Assists management by providing a wide variety of administrative services within the area of assignment

Gathers, organizes and summarizes data or information for report preparation

Analyzes information, data and processes; formulates basic recommendations

Conducts administrative research and studies as directed

Conducts surveys of limited scope where the objectives, procedures, documents and data collection techniques are defined.

May provide assignment, instruction and guidance to support staff

Reviews operating practices and procedures for efficiency and effectiveness; may recommend changes for improvement

Arranges meetings, conferences and other events

May coordinate activities as assigned by management

May assist in providing technical instruction and training to staff

May administer and monitor the disbursement of bank account funds and prepare related reports

Maintains databases

Helps relieve the manager of administrative detail related to the area of assignment

Gathers data for the manager to use in budget reports

Coordinates support services to ensure the availability and efficient use of resources needed to accomplish the goals of the unit or work area

Investigates problems and/or complaints and makes recommendations for solutions

Assists in planning administrative improvements, including organizational changes and work systems

Reads, researches and routes correspondence; drafts letters, memos and other documents for the review and approval of management

Prepares clear technically sound, accurate, and informative statistical and other reports containing findings, conclusions, and recommendations

Maintains essential records, reports, and files

Will be required to learn to utilize various types of electronic and/or manual recording information systems used by the agency, office, or related units

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

EXPERIENCE:

One (1) year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGES AND ABILITIES:

Knowledge of organizational rules, regulations, policies and procedures

Knowledge of the methods used to gather and evaluate data and information.

Ability to organize assigned work, analyze problems and develop effective work methods

Ability to interpret and apply laws, regulations, standards, rules, policies and procedures applicable to the area of assignment

Ability to compile and tabulate data

Ability to interpret and explain operating procedures, and provide assistance on operating requirements

Ability to provide recommendations for changes and/or improvements to unit policies and procedures

Ability to conduct research, analyze the information, and summarize the results into a meaningful report.

Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to coordinate work activities

Ability to maintain records and files

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code(s) which are different work week or work month and/or variants of the job class title:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
56491		S	C	40	19	N/A	P20	-
56492		C	C	35	19	01	P18	-

This job specification is for **state** and **local** government use.

Salary range is only applicable to state government.

Local salaries are established by individual local jurisdictions.

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