

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Management Assistant	BAND/LEVEL:	Prof II
DEPARTMENT:	Planning and Development Services	JOB NO:	2885
DIVISION:	Planning and Development Services	DATE:	3/25/12
REPORTS TO:	Director, Planning & Development Services	FLSA STATUS:	EX
FULL-TIME: X	PART-TIME:	TEMPORARY:	COST CENTER: 601
REPLACES:	Management Assistant	DATE:	2/25/10

JOB SUMMARY STATEMENT:

Supports the Director, Planning & Development Services, as a senior management team member, provides technical, administrative, and managerial assistance across the department. Coordinates the areas of budget development and analysis, strategic planning, performance measurement, policy review and communications. Serves as a principal contact for other departments, governing body members and outside agencies for information inquiries. Assists in the planning and execution of the department's Annex to the City's Emergency Operations Plan. This position is also responsible for research, developing reports, spreadsheets, recommendations and other critical management documentation for review by the department's senior leadership management team.

DUTIES AND RESPONSIBILITIES:

1. Assists management with the creation of policies and procedures related to the Department's Annex to the City's Emergency Operations Plan. Represents the department on the City's Emergency Management Committee when required. Assists in coordinating efforts with national, state, and local emergency management programs. Provides training to staff related to emergency disaster assessment and mitigation, and maintains and coordinates Overland Park's Emergency Mitigation Plan Data of the Johnson County's mitigation 20/20 program.
2. Assists in the development and implementation of the department's operating budget. Serves as the Department liaison with Finance to provide revenue projections, resolving budget issues and source of funding for out-of-budget proposals and projects. Monitors operating budget expenditures, provides internal budget controls, and assists Director in determining budget priorities and developing an appropriate course of action. Develops and prepares end-of-year operating budget strategies including encumbrance of funds, evaluation and closure of open purchase orders, and reprioritization of department funds. Collects data and prepares operating reports on personnel actions, budget expenditures, year-end forecasts of expenditures, salary projections, capital project costs, maintenance costs, and operating costs
3. Coordinates the performance measurement and benchmarking program for the department, specifically the International City Manager's Association (ICMA) program. Compares organizational performance to that of benchmarking partners and assists operating managers in determining reasons for variances and methods to improve performance.
4. Coordinates the Department's communications program including researching, writing and editing reports, articles, newsletters and other written documents to inform and educate internal and external audiences, advises on website development, creation of informational displays and materials prepared by others for dissemination. Manages the Division's Web Page to assure the information is current, accurate and timely. Responsibility includes reviewing, redesigning, editing and writing information for the Web Page. Serves as the coordinator for the Department's and Intranet Committee and is a representative on the Department's website committee.
5. Serves as staff coordinator for the Community Development Committee meetings, overseeing preparation of the Committee agenda, preparing staff comments and presenting items as needed, preparing the Committee Report for Council and Committee-of-the-Whole (COW) meetings, and overall responsibility for planning and coordinating special Committee meetings. Additionally, serves as primary staff coordinator for City Council meetings.
6. Manages and maintains current business relationships through marketing and referrals. Develops new prospects and interacts with new and existing customers in raising awareness and use of services and products available through the Planning and Development Services Department and related areas. .

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7. Represents the Department and related areas at meetings of professional organizations, homes associations, support and advocacy groups in promoting the mission and services of the Department.
8. Coordinates staff requirements within the Department, including one-time, high priority requirements that originate with the City Manager, other Departments or outside agencies. Receives requirements, assigns responsibilities, provides assistance and guidance, sets suspense dates and review and/or develops final staff actions/documents/responses.
9. Serves as project manager for various non-technical projects, such as the bond rating bus tour, League of Kansas Municipalities booth, official functions and ceremonial activities.
10. Acts as information contact for non-technical issues. Responds to requests for information from general public, keeps department head and division managers informed as appropriate.
11. Serves as a member of the Departments senior management team along with the Director and the five Division Managers.
12. Coordinate and assists as a member of the Strategic Planning Committee in developing a visions and strategic plan for the Department. Assists in evaluating and coordinating implementation of long and short-term planning, goals, objectives and policies of the Department. Develops and implements effective communication programs to educate and involve Department employees in the effort.
13. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
14. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in business administration, public relations, marketing, or a related field of study, or an equivalent combination of formal education and experience. Must have a valid driver's license and maintain an insurable driving record.

EXPERIENCE:

Two years related experience and/or training, or equivalent combination of education and experience. Demonstrated experience in planning and management of projects, strong organizational and communication skills, ability handling sensitive projects and processes. Operates with considerable latitude for the exercise of independent judgment and action.

SKILLS:

1. Excellent oral and written communication skills
2. Analytical skills, including research skills, ability to interpret data, conceptualize and analyze information
3. Budget-related skills, including advanced accounting, math, and statistics skills
4. Strong customer service ethic
5. Strong knowledge of personal computers and ability to work with a variety of software programs, such as spread sheets, data bases, word processing, webpage, desktop publishing, and presentation software applications,
6. Strong organizational skills
7. Strong public speaking/presentation skills
8. Must have excellent facilitation skills.
9. Strong marketing skills
10. Must have strong time/project management skills
11. Leadership skills

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MENTAL REQUIREMENTS:

1. Ability to learn and adapt to new computer technologies and software programs
2. Attention to detail
3. Ability to analyze complex issues, define problems, collect data, establish facts, and draw valid conclusions
4. Ability to work on multiple projects simultaneously
5. Ability to respond to common inquiries from citizens, regulatory agencies, other units of government, and member of the business community
6. Ability to make effective presentations to top management and citizen groups
7. Diplomacy and judgement
8. Ability to recognize and protect confidential information
9. Ability to work independently
10. Ability to train and guide others
11. Meet deadlines
12. Ability to read and comprehend federal, state, and local policies and regulations.

PHYSICAL REQUIREMENTS:

1. Ability to reach, stand, bend, stoop, push, and pull
2. Ability to talk
3. Ability to make and receive telephone calls
4. Ability to identify and distinguish colors
5. Ability to operate City vehicle
6. Hand and eye coordination adequate to input computer and typewriter
7. Ability to sit and reach with hands and arms

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct None
Indirect Other departmental personnel as required on a project basis.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.