

**KYRENE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**MANAGEMENT ASSISTANT**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Management Support	B/2/4	Non-exempt

<b><u>CLASS SUMMARY:</u></b>
<p>The Management Assistant is the first level of the Management Analysis series. Incumbents perform limited scope specialized management support and review services including research, analysis support, and quality assurance support associated with an assigned District-wide management function.</p> <p>Duties include activities such as reviewing data samples and reports to ensure compliance with current and changing state and federal regulation; conducting limited scope research and projects associated with area of assignment; assisting in the development of quality assurance reports, presentations, and forecasts for management use within the scope of assignment.</p> <p>Incumbents may act as lead worker, making work assignments and determining completion of work.</p> <p>The Management Assistant is distinguished from other Management Support classes by the limited scope focus on assigned management support audits to provide quality assurance for designated District-wide management operation.</p>

<b><u>ESSENTIAL DUTIES:</u></b>	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Performs limited scope quality assurance related analysis support including conducting audits designed to address specific state and federal regulatory compliance issues and prepares reports and presentations at the direction of management.	Daily 45%	B/2
Provides focused assistance to management in the monitoring of assigned daily operations for quality assurance purposes and related support.	Daily 25%	B/2
Develops and maintains regulatory compliance documentation.	Weekly 10%	B/2
May act as lead worker for administrative support staff making work assignments, monitoring completion of work, and providing training in area of assignment.	Daily 5%	B/2
Prepares and maintains records.	Weekly 5%	B/2
Performs other duties of a similar nature and level as assigned.	As Required	

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**Training And Experience:**

Associate's Degree in a related field and one year's experience related to area of assignment is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements:**

- None

**Knowledge of:**

- Pertinent federal, state, and local regulation regarding area of assignment;
- District policies, procedures, organization structure and school requirements;
- Assigned management process, principles, and practices;
- Safety procedures.

**Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Quality assurance monitoring;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

**ADA and Other Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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**Class History Information:**

Prepared by Fox Lawson & Associates 8.29.13