CLASS SPECIFICATION
Housing Management Assistant

FLSA Status: Exempt
Union Representation: AFSCME – Housing

GENERAL PURPOSE

Under general supervision, performs assigned professional administrative, financial, statistical and other management analyses in support of Portland Housing Bureau activities, functions and programs; assists in formulating policy, procedure and legislative positions and in budget development and implementation; and performs related duties as assigned.

NOTE: This classification is used exclusively in the Portland Housing Bureau (PHB).

DISTINGUISHING CHARACTERISTICS

Housing Management Assistants perform professional analytical and management support work assignments ranging from routine to moderate difficulty or support others in performing more complex analytical work in support of Portland Housing Bureau programs, goals and objectives. Initially, incumbents perform assignments while learning City and bureau policies and procedures and specific techniques and legal requirements related to their assigned functional area. As experience is gained, duties are performed with a significant degree of independence while still under general supervision. Incumbents are expected to carry out their responsibilities with initiative and creativity, exercising sound professional judgment and problem-solving skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Performs administrative, management, program, policy and legislative analysis assignments in accordance with guidance and instructions given regarding approach and expected results; uses appropriate analytical techniques and statistical and information-gathering processes to obtain required information; performs analyses and summarizes findings; studies and makes recommendations on assigned projects; prepares reports; assists in developing and implementing program or functional goals and objectives.

2. Performs analytical and administrative assignments in connection with preparation and management of bureau or division budgets; with direction, prepares revenue and expenditure analyses, staffing analyses and budget status and monitoring reports.

3. Assists in drafting proposed contracts and tracking contract expenditures.

4. With direction, conducts research, analyzes data and drafts policy and procedure documents to address identified needs and issues; drafts associated communications materials for review.

5. Drafts for supervisory review a wide variety of materials on assigned issues, including reports, procedures, manuals, handbooks, newsletters, communications memoranda, proposed Code or ordinance changes and other materials; collects background information, input and feedback, and prepares recommendations and a variety of other supporting materials.

6. Compiles materials, researches problems and complaints and responds to requests for information.

7. Attends meetings of other governmental agencies, business and community groups as assigned and summarizes discussion and action items; drafts responses to requests for information.

OTHER DUTIES

1. Performs a variety of bureau-specific program administration functions in an assigned area of responsibility; prepares technical reports, correspondence and other written materials.

2. Develops and utilizes spreadsheets, databases and other computer applications to assist with assigned studies, projects and reports.

3. May provide work direction and guidance to office support staff.

4. Performs a variety of special projects as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and methods of administrative, organizational and procedural analysis.
2. Principles and practices of public administration.
3. Principles, practices, methods and techniques of financial analysis.
4. Principles, practices and methods of municipal budget development and administration.
5. Principles and practices of sound business communication.
6. Standard business software, particularly as related to statistical analysis and data management.

Ability to:

1. Analyze administrative, operational, procedural organizational problems, evaluate alternatives and reach sound, logical, fact-based conclusions.

2. Collect, evaluate and interpret data, either in statistical or narrative form.

3. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies.

4. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.

5. Communicate effectively, orally and in writing.

6. Maintain files, records and documentation.

7. Exercise independent judgment and initiative within established guidelines.

8. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, representatives of other governmental agencies, the public and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business or public administration, finance or a closely related field; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license is required for some assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:
Adopted: 04-27-11
This class is composed of positions from the following class:
30000450 Management Assistant.
Adopted: 07-01-02