

MANAGEMENT AIDE (UC)

DEFINITION

Under general supervision, performs administrative staff work in assigned areas of specialized assistance and service to a division or department head.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Gathers, compiles, analyzes and evaluates data; conducts surveys, research and studies related to operational and administrative problems and procedures; writes or assists in the preparation of comprehensive reports, including detailed findings and recommendations; assists in the development and implementation of new programs, procedures, methods and systems; prepares informational material for special or regular reports; assists in budget preparation and control; confers with and assists individuals requesting information, services or making complaints; prepares written public correspondence; operates personal computers and utilizes standard business software applications such as Excel, Access and Word, and related software; operates other office machines; may review, analyze and report on pending legislation of relevance to the City; performs related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This is the entry-level class of the Management Analyst series.

MINIMUM BASIC REQUIREMENTS:

One year of governmental administrative staff experience, and education equivalent to graduation from a four-year college or university with specialization in political science, public or business administration or closely related field; or any equivalent combination of training and experience which provides the following knowledge and abilities:

Desirable Knowledge, Skills and Abilities

Knowledge of: the principles and practices of public administration; research techniques, methods and procedures; current office practices and procedures; computer applications in municipal government operations.

Ability to: compile, analyze and interpret financial, demographic and other types of data; prepare clear and concise comprehensive reports; communicate effectively orally and in writing; establish and maintain effective working relationships with City employees and the public.

Skill in: the use of advanced features of standard business software applications such as Microsoft Office is highly desirable.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS:

The successful performer is customer service oriented and can effectively respond to City officials, other employees and the general public, both orally and in writing. This self-starter is sensitive to a political environment, understands and practices the elements of confidentiality, and is dedicated to the goals, objectives and mission of the City.

Class title established per Council Resolution No. 90-063,  
effective 7-1-90

Revised: 6/00  
ADA Approved: 10/00  
Reviewed: 09/02