

**CLASS SPECIFICATION**  
**Management Aide**

**GENERAL PURPOSE**

Under general supervision, performs assigned routine administrative, financial and statistical work in support of City and departmental activities, functions and programs; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Management Aide perform paraprofessional analytical and routine management support work assignments or assists others in performing more difficult analytical work in support of department functions, programs, goals and objectives.

Management Aide is distinguished from Management Assistant in that incumbents in the latter class perform more difficult research assignments involving gathering and interpretation of data from multiple sources on issues of significant impact and importance, while exercising sound judgment in formulating study approach and analytical techniques necessary to achieve expected study results.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs research and analysis on administrative, fiscal and operational matters as directed; prepares reports to summarize findings and makes recommendations as to appropriate action to be taken.
2. Compiles data and prepares reports in accordance with general guidelines.
3. Assists in budget preparation, analysis and administration; as directed, performs audits and/or maintains records of account activity.
4. Participates in the preparation and revision of manuals and other administrative materials; provides administrative assistance in the implementation of new administrative procedures.
5. Responds to inquiries and provides technical and administrative assistance to resolve complaints, or refers complaints to appropriate authority.
6. Operates a computer to key data, perform file maintenance and generate computer reports; may initiate or prepare correspondence in the performance of assigned tasks.

7. Coordinates activities with other City departments in the performance of assigned tasks; assists others in the performance of related tasks.

#### **OTHER DUTIES**

1. Performs a variety of department-specific program activities to accomplish work goals and objectives, including: conducting research on potential grant-funding opportunities; maintaining and compiling program attendance and verifying program eligibility; completing regular and periodic routine reports; verifying and tracking fee payments; overseeing and monitoring vendor account expenditures; and other activities of equivalent scope and difficulty.
2. Develops and utilizes basic spreadsheets, databases and other computer applications to assist with assigned studies, projects and reports.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Methods and techniques of research, statistical analysis and report preparation.
2. Principles, practices and methods of municipal budget preparation.
3. General office procedures.
4. Principles and practices of sound business communication.
5. Basic principles and practices of public administration.

##### **Ability to:**

1. Perform specialized, technical and routine administrative tasks.
2. Conduct research, perform analysis and prepare reports of findings.
3. Interpret and apply relevant laws, regulations, ordinances and policies.
4. Communicate effectively, orally and in writing.
5. Maintain files, records and documentation.
6. Establish and maintain effective working relationships with department managers and staff, staff of other departments, representatives of other governmental agencies, developers, consultants, property owners, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a two-year college with major coursework in finance, public or business administration or a closely related field; and at least one year of paraprofessional experience performing administrative, operations, budgetary and similar analyses; or an equivalent combination of training and experience. Experience in a governmental agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skill; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with all levels of management, employees, the public and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet.