

MANAGEMENT AIDE
(Temporary, At-Will)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

Under general supervision of a professional or management City staff member, performs various types of work/project assignments at the professional and/or technical level in City departments.

DISTINGUISHING CHARACTERISTICS

Employment in this temporary, at-will job class is restricted to assignments of a consulting, professional, and/or technical level on specific projects and assignments that are temporary in nature. Depending upon the specific assignment(s), appointment will be at a pay rate commensurate with the market for similar type and level of work.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Perform a variety of professional/technical duties in various City departments.
- Conduct and handle various projects, write reports, and handle special City issues and studies.
- Provide departments and managers with specialized expertise and skills in the required subject area such as, but not limited to, planning, engineering, architecture, field inspections, management and organizational development and analysis, financial and administrative analysis, etc.
- Confer with department heads, consultants, employees, and interested parties regarding existing and proposed issues, policies, and strategies; assist in development and implementation of policies, procedures, goals, and objectives; analyze, interpret, and apply policies, procedures, and regulations.
- Gather, compile, tabulate, and report statistical and other data.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and techniques of public administration and public policy and of the specific subject area of the assignment.
- Research and analytical methods, techniques, and procedures.
- Project management principles.
- Civil engineering principles and practices including design.
- Common computer applications including spreadsheet, database, word processing, and presentation software.
- Federal, State, and local laws, rules, and regulations applicable to the assignment given.

Ability to:

- Analyze a variety of complex technical, administrative, and organizational problems, and to make sound policy and procedural recommendations.
- Communicate clearly, verbally and in writing.
- Establish and maintain effective working relationships with others including elected officials, City management and staff, members of the public and business community, and other jurisdictions and agencies.
- Interpret and apply laws, regulations, and policies.
- Prepare comprehensive and accurate reports.
- Work effectively with sensitive and confidential information in a political environment.
- Adjust to rapidly shifting priorities and timelines.
- Work effectively with multidisciplinary teams.
- Facilitate groups.

Minimum Qualifications:

Each separate temporary assignment will require its own education and/or experience requirements and will be determined for each assignment.

License Requirement:

Some positions may require possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Most of the assignments will be performed in typical indoor environment: (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; moderate bending and squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise. (For those assignments that will occur in the field, the physical requirements will be similar to the Civil Engineering Technician job and can be found in that class specification)

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Management Aide	9/2006			5609	Exempt	5

APPROVED: _____
Human Resources Director

Date: _____