



City of Laguna Niguel Job Description

MANAGEMENT AIDE – PT

Maintenance, Clerical and Technical Unit

FLSA: Non-exempt

DEFINITION

Perform a variety of entry-level administrative duties and routine analytical and technical duties for an assigned department; conduct research, evaluation, and analysis of various programs and services; and coordinates assigned activities with other divisions, outside agencies, and the general public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Department Director and/or the Division Managers.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Provide administrative and technical support to Department Director and Department staff.
- ◆ Conduct research, collects and compiles information, analyzes and evaluates data; and make recommendations.
- ◆ Assists in the preparation of the annual budget and monitors budget expenditures.
- ◆ Assists in the preparation of public outreach and informational materials including newsletters and brochures.
- ◆ Assist in researching and responding to citizen requests for information.
- ◆ Assists in coordinating activities and events with other Departments. Serves as a liaison between Departments on assigned functions and special projects.
- ◆ Attend and participate in professional group meetings.
- ◆ Maintains department records and files.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Basic principles and practices of public administration and governmental public relations.
- ◆ Principles of research and analysis; sources of information pertinent to public sector administration.
- ◆ Pertinent Federal, State, and local laws, codes, and regulations.
- ◆ Principle and practices of record keeping.
- ◆ Modern office methods, procedures, and computer equipment.

Ability to:

- ◆ Perform a variety of entry-level administrative and technical duties for specific programs and/or services.
- ◆ Analyze, interpret, summarize and present administrative and technical information in an effective manner.
- ◆ Shift priorities as departmental workload demands require.
- ◆ Assist in responding to public records requests and inquiries.
- ◆ Communicate effectively, both orally and in writing.
- ◆ Research, analyze, and evaluate programs, policies, and procedures.
- ◆ Prepare clear and concise reports.
- ◆ Establish and maintain cooperative working relationships with those contacted in the course of work, including community groups, the general public, and staff.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field; or an equivalent combination of training and experience.

Some experience performing administrative responsibilities is desirable.

Licenses:

Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The employee is occasionally required to walk, stoop, kneel and crouch; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually quiet in the office and moderate in the field.