

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Administrative Aide	Job Family: 2
General Classification: Professional	Job Grade: 19

Definition: Under general direction, to perform varied and responsible duties in coordinating, monitoring, and reporting on various program activities; coordinate all facets of assigned programs, projects, and activities for departments and major divisions; perform related work as required.

Distinguishing Characteristics: This position performs a wide range of administrative and technical assignments which involve a wide range of duties. The assignments are provided through general and specific delegation by the supervisor of the assigned department or division. The duties assigned to this position are performed both independently and with the involvement with all levels of staff. This class is distinguished from the Administrative Analyst series in that the incumbents are assigned responsibility for technical and administrative assignments related to a program or a project.

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

1. Perform a variety of complex administrative and technical duties related to the development and implementation of special projects and/or programs; develop and prepare summary reports related to the special projects or programs.
2. Work cooperatively with City departments to develop and implement programs.
3. Establish and maintain department or program records, project budgets, and other documentation.
4. Research, gather, and analyze data; conduct research and special studies and make recommendations based on the data; prepare summary reports.
5. Receive and respond to inquiries and requests for information from City employees, the public, and other government entities.
6. Assist with developing and connecting special studies, surveys, and research assignments related to the assigned program.
7. Assist with the development of the division/program budget; monitor the budget using software tracking program; identify trends and analyze cost impact.

8. Assist with the development and dissemination of policies and procedures.
9. Assist in interpreting and implementing Federal, State, and local laws and regulations, and administrative policies.
10. May coordinate projects or special events relating to a division or departmental program; may coordinate events sponsored by the City.
11. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of local government organization and administration; principles and practices of basic budgeting; principles of research techniques, sources, and availability of information and report preparation and presentations; operation of software programs using a personal computer, i.e., word processing, spreadsheet, and database programs; principles and practices of administrative research analysis, including basic statistics and data analysis.

Ability to: Research and analyze data collected; process information and data; review, analyze, and make recommendations to solve administrative problems; recognize program needs to develop strategies to implement more efficient systems and procedures; compile and report data for special projects; learn and understand City policies and procedures relating to departmental programs; accomplish assigned work and administrative tasks working independently or with a minimum of supervision; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Training and experience equivalent to the completion of an associate of arts degree and four years of increasingly responsible administrative clerical experience or three years of paraprofessional work experience. Experience in the specific program field is highly desirable.

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Required Licenses or Certificates: May need to possess a valid Class C California Driver License as required by the position.

Established: February 2000

Revised: October 2017

HRD/CLASS SPECS

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