

CITY OF ONTARIO

CLASS CODE _____ 0107 GROUP 5
DEPARTMENT REVIEW _____ DATE _____
PERSONNEL APPROVAL Z. J.
EFFECTIVE DATE 7/1/93
SUPERSEDES 7/27/87

ADMINISTRATIVE AIDE

DEFINITION

This is administrative staff work assisting a key executive, department head, or assistant department head in general or specific areas of assignment. Under supervision, this position assumes routine responsibilities in a functional area such as the budget process, development services, technical services, crime analysis, solid waste recycling or special projects as required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Performs administrative work which may include: compilation and analysis of data; making recommendations for the formulation of policy and procedures; conducting of surveys; compilation of materials and preparation of manuals and publications; assisting in the maintenance of records and accounts; preparation of reports containing proposed or recommended solutions or courses of action, and periodic and progress reports; performing of research and analysis on administrative, fiscal, personnel and operational problems, or crime statistics; responding to complaints and requests for information; representing the City in interdepartmental, community and professional meetings as required; assisting in the coordination of intradepartmental and departmental activities with other City departments and divisions and with outside agencies; assisting in the development and maintenance of automated programs and files.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Minimum: Graduation from an accredited college or university with a bachelor's degree in Public Administration, Business Administration or in one or more fields related to functions assigned;

Knowledges: knowledge of research techniques, methods and procedures and report preparation.

Ability to: establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

Desirable: Course work in statistics, computer information systems, computer science and mathematics; knowledge of and ability to use a computer for analytical and record-keeping functions; experience in preparing clear and concise reports; ability to communicate well both orally and in writing; ability to supervise the work of subordinate personnel when assigned; knowledge of municipal government