



# CITY OF CHINO

## Management Aide

### **Definition:**

Under general supervision, performs specialized technical and routine administrative work, and does related work as assigned.

### **Class Characteristics:**

The Management Aide is a multiple position para-professional classification in the administrative series. Incumbents in this class perform varied and specialized technical assignments as well as routine administrative duties under direction. This class may be utilized in various City departments.

### **All Assignments**

### **Essential Functions:**

- Perform research and analysis on administrative, fiscal, and operational matters as directed; prepare reports to summarize findings and make recommendations as to appropriate action to be taken.
- Compile data and prepare reports in accordance with general guidelines.
- Assist in budget preparation, analysis, and administration; as directed, perform audits and/or maintain records of account activity; prepare projections of service volumes and related costs.
- Participate in the preparation and revision of manuals and other administrative materials; provide administrative assistance in the implementation of new administrative procedures.
- Respond to inquiries and provide technical and administrative assistance to resolve complaints, or refer to appropriate authority.
- Operate a computer terminal to key data, perform file maintenance, and generate computer reports; may initiate or prepare correspondence in the performance of assigned tasks.
- Perform routine systems hardware maintenance and/or request service as required.
- Coordinate activities with other City departments in the performance of assigned tasks; assist others in the performance of related tasks.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

**Assigned to Purchasing Division in Finance**

**Essential Functions:**

- Purchase commodities and services for City departments through informal bid solicitation.
- Enforce compliance with contracts and specifications.
- Review requisitions and quotes/bids for accuracy, pricing and acceptability with respect to specifications.
- Coordinate with vendors and department staff to resolve problems, such as damaged goods, delivery delays, incorrect merchandise, and billing and payment errors.
- Assist in monitoring contract or PO expenditures.
- Setup and maintain vendor lists, contracts and encumbrance files.
- Assist in analyzing and adjusting citywide procurement.
- Assist in preparing and submitting year end close out of contracts including monthly projections, accruals and encumbrances.

**Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

**All Assignments**

**Education:**

- High School Diploma or G.E.D. (required).
- College level course work in public administration, business administration, accounting, data processing, or a related field.

**Experience:**

- Five years of increasingly responsible clerical, technical, and routine administrative experience related to the responsibilities of the assigned position.

**Working knowledge of:**

- Methods and techniques of research, statistical analysis, and report preparation.
- Methods and procedures of budget preparation.
- Organization and functions of the assigned municipal department.
- General office procedures

**Skill in:**

- Operation of a variety of office equipment.

**Ability to:**

- Perform specialized, technical, and routine administrative tasks.
- Key data and operate a computer using a variety of software programs.
- Conduct research, perform analysis, and prepare reports of findings.
- Interpret and apply related laws, ordinances, and regulations.
- Work efficiently and independently.
- Understand and follow verbal and written directions.
- Establish and maintain cooperative working relationships.
- Communicate effectively, both orally and in writing.
- Keep accurate records.
- Learn and apply policies and procedures.
- Deal tactfully and courteously with internal and external customers.

**Assigned to Purchasing Division in Finance**

**Working knowledge of:**

- Theory and practices of purchasing, specifically ethics and standards of purchasing practices, inventory standards and control, bid preparation and evaluation, quality control and competitive bidding/pricing procedures.
- Data collection techniques for establishing sources of supply, product and vendor information, forms and application.
- General laws of contracts, methods and techniques of research, statistical analysis, and procedures of accounting and budget preparation.
- Basic math skills and have the ability to use common units of measure and make calculations such as interest, discount, shipping charges, etc.

**Special Requirements:**

- Possess a valid Class C California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

**Physical Profile:**

Category I

Link to description [here](#)

**Employee Unit:**

Depending upon assignment, SBPEA/Teamsters Local Union No. 1932 or Part-time/Temporary/Seasonal

Revised: 05/25/16

Replacing Management Aide classification specification dated 10/31/2006