



# 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.
- Review and approve purchase requisitions in compliance with the City's purchasing policies and procedures.
- Convert purchase requisitions into purchase orders and distribute accordingly.
- Coordinate with vendors and department staff to resolve problems, such as damaged goods, delivery delays, incorrect merchandise, and billing and payment errors.
- Process purchase order modifications (POM's) and assist Accounts Payable with PO/invoice discrepancies.
- Assist in monitoring contract or PO expenditures to ensure compliance with purchasing policies and procedures.
- Setup and maintain vendor lists, contracts, and encumbrance files.
- Assist in analyzing and adjusting citywide procurement policies and procedures.
- Assist in preparing and submitting year end close out of contracts including monthly projections, accruals, and encumbrances.
- Process requests for disposition of surplus property and citywide fixed assets.
- Coordinate surplus property disposal.
- Assist in assigning tag numbers to citywide fixed assets and coordinating the disposal of such fixed assets with Accounting staff.
- Assist with inventory of citywide fixed assets.

**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. A typical example includes:

**All Assignments**

**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

**Assigned to Purchasing Division in Finance**

**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.

**All Assignments**

**Ability to:**

- Perform specialized, technical, and routine administrative tasks.
- Operation of a variety of office equipment.
- 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.

**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.

**Licenses/Certifications:**

- Not required for this position.

**Training/Certifications:**

- Job Specific training will be provided according to class specification during work hours.

### **Special Requirements:**

- Possess a valid California Driver's 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: Light Physical Effort: Positions in this category require normal physical abilities associated with the ability to read, write, and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics: Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

### **Details:**

Department/Division: Depends on assignment.

Reports To: Depends on assignment.

### **Possible Career Advancement Opportunities:**

From: Management Aide

To: Depends on assignment.

### **Employee Unit:**

SBPEA (Professional, Technical and Clerical)/ Teamsters Local Union No. 1932 or Part-time/Temporary/Seasonal

Revised: 03/22/21.

Replacing Management Aide classification specification dated 05/25/16.