

City of Victorville Position Description  
Management Specialist

**MANAGEMENT SPECIALIST**

**DEFINITION**

Under general supervision, collects or assists in the collection, organization, and analysis of data involved with budget proposals, management and organization, or systems and procedures; prepares detailed research reports and recommendations; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the intermediate-level in the Management Analyst series. Instructions are generally given only upon request, and originality of thinking is required in interpreting and applying policies and precedents to unusual situations. Work is subject to continuing review in progress and upon completion. A Management Specialist differs from a Management Technician in the skill level and complexity of tasks performed, the higher degree of accountability, the latitude for independent judgment and initiative. This position reports to the department head, or designee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provides responsible professional and technical assistance to the Director in the analysis, implementation and monitoring of departmental programs; prepares federal and state grants; monitors, coordinates and audits the daily operation of related contracts, agreements, proposals, or grant projects; makes recommendations for changes to programs, contracts, or rental agreements; performs administrative detail work; submits reimbursement requests; conducts surveys; performs research and statistical analyses as requested; prepares budget recommendations relative to assigned area of responsibility; researches past expenditures and projecting next year increases; tracks expenditures for adherence to budgetary boundaries; compiles monthly and yearly operations reports works with purchasing staff to gather technical information to prepare requests for proposals for special projects; reviews and reports on program compliance with applicable laws, regulations and ordinances; attends various professional organization meetings, workshops and other regulatory meetings as a representative of the City; meets with City Attorney to discuss legal issues involving departmental projects; provides responsible administrative staff assistance; conducts analyses of municipal policies involving organization, procedures, and services; prepares highly visible projects and reports; authors special correspondence; maintains accurate project records, documents, and supporting material for department and ensures their proper disposition; interprets and implements Federal, State and local regulations and guidelines on grant-funded projects; makes recommendations relating to studies and surveys; assists in the design and production of technical information and hand-outs; answers requests for information; responds to complaints and requests for information from the public and City staff; may be assigned direct responsibility for the work of other clerical staff in the department; performs specialized duties as assigned; efficiently utilizes computer and computer software; operates City vehicles and equipment in a safe and efficient manner; routinely adheres to and maintains positive working relationships with management staff, co-workers, other employees and the public; and performs related duties as required.

City of Victorville Position Description  
Management Specialist

**EMPLOYMENT STANDARDS**

**Training & Experience** - Graduation from high school or GED equivalent, supplemented by sixty (60) college semester units with a major in public administration, or closely related field, and a minimum of three years of advanced administrative activity performing complex specialized duties, preferably with a municipal agency.

**Knowledge & Abilities** - **Knowledge of:** principles and practices of public administration and organization applicable to a local agency; administrative techniques, including principles of organization, budgeting, and personnel administration; statistical methods and methods of graphic presentation; modern office methods, practices, procedures, and equipment, including Microsoft Word, PowerPoint and Publisher software programs, spreadsheet such as Excel, Lotus and calendaring programs such as Microsoft Outlook; and elements technical and business writing skills with proper usage of English, vocabulary, spelling, punctuation and grammar.

**Ability to:** gather and analyze data; compose clear, concise, and grammatically correct correspondence; read, interpret and apply information from complex technical materials (i.e., ordinances, contracts, resolutions rules and regulations); perform difficult and responsible clerical work and administrative duties involving use of independent judgment, discretion, and confidentiality; effectively present instructions and information, in writing and orally, to the general public, outside agencies, and fellow employees; make routine arithmetical calculations with speed and accuracy; prioritize and schedule workload to ensure completion when faced with deadlines or emergencies; use patience, tact, and courtesy in dealing with the public; work harmoniously with departmental personnel; operate City vehicles and equipment in a safe and efficient manner; and perform other duties as required.

**Licenses & Certificates** - Possession of a valid California Class "C" driver's license.

**WORKING CONDITIONS**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing and walking. Incumbent must be able to communicate verbally and in written form with great facility and must be able to be understood; must have the stamina to work long hours and overtime, if assigned.

APPROVED:

  
DIRECTOR OF HUMAN RESOURCES

DATE: May 12, 2006

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position  
Santana/my documents/jobdescriptions/ManagementSpecialist 5-12-06