



JOB DESCRIPTION

Management Specialist

Date Prepared: December, 2020

SUMMARY: 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; performs related work as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Provide responsible professional and technical assistance to the Director in the analysis, implementation, and monitoring of departmental programs.
- Prepare federal and state grants.
- Monitor and coordinate the daily operation of related grant projects, perform administrative detail work, and submit reimbursement requests.
- Conduct surveys, perform research and statistical analyses, as requested.
- Prepare budget recommendations relative to assigned area of responsibility.
- Research past expenditures and projecting next year increases.
- Track expenditures for adherence to budgetary boundaries.
- Prepare monthly, quarterly, and annual financial reports.
- Compile yearly operations reports works with purchasing staff to gather technical information to prepare requests for proposals for special projects.
- Manage utility billing and monthly billing reconciliation
- Review and report on program compliance with applicable laws, regulations, and ordinances.
- Attend various professional organization meetings, Technical Advisory Committee meetings, transit-related meetings, workshops and other regulatory meetings as a representative of the City.
- Meet with city attorney to discuss legal issues involving departmental projects.
- Provide responsible administrative staff assistance.
- Conduct analyses of municipal policies involving organization, procedures, and services.
- Prepare highly visible projects and reports.
- Author special correspondence.
- Maintain accurate project records, documents, and supporting material for department and ensure their proper disposition.
- Interpret and implement federal, state, and local regulations and guidelines on grant-funded projects.
- Make recommendations relating to studies and surveys.
- Assist in the design and production of technical information and hand-outs.
- Respond 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.
- Perform specialized duties, as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Graduation from high school or GED equivalent, SUPPLEMENTED BY sixty college semester units with a major in public administration, or closely related field, AND three years of advanced administrative activity performing complex specialized duties for a municipal agency.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

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.
- Technical and business writing skills with proper usage of English, vocabulary, spelling, punctuation and grammar.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws, and regulations.
- Gathering and analyzing data.
- Composing clear, concise, and grammatically correct correspondence.
- Reading, interpreting, and applying information that complex and/or technical.
- Performing difficult and responsible administrative duties involving use of independent judgment, discretion, and confidentiality.
- Making routine arithmetical calculations with speed and accuracy.
- Prioritizing and scheduling workload to ensure completion when faced with deadlines or emergencies.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and in close proximity to other workers. Work is performed on-site; telecommuting is not permitted. 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. Must be able to lift up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and must be willing to work an irregular schedule, which may include weekends or evenings.

Department Head Approval

Date

Human Resources Officer Approval

Date