CITY OF OCEANSIDE

JANUARY 2006
CLASS CODE: 9907HX
UNIT: HOURLY/EXTRA-HELP

PROFESSIONAL ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Provides various support functions to a department within the City in need of short-term assistance; work assignments are varied, depending on departmental needs; and performs other related work as assigned.

EXAMPLES OF DUTIES – *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Analyzes and defines objectives and strategies that are department specific; investigates and conducts research; prepares recommendations and proposes responses; advises supervisors on administrative matters within the City; assists in the development of policies and practices; provides project management assistance; makes recommendations for new or modified programs to reduce departmental costs and improve services; plans and schedules meetings and conferences; prepares agendas and related documentation; coordinates work with divisions, agencies, City staff, and the public; prepares materials for meetings; and performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public administration.
Supervisory principles and practices.
Public relations principles and practices.

Ability to:

Establish and maintain effective working relationships with other employees, City officials, outside agencies, and the general public.
Communicate effectively both verbally and in writing.

Experience and Training Qualifications

Experience:

Two years of public sector experience, including supervisory experience.

Training:

A Bachelor's degree or higher in public administration, business administration, or a closely related field.

License:

A current, valid, California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens. Hours will vary depending on assignment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.