CITY OF OCEANSIDE

REVISED: JANUARY 2006
JOB CODE: XTRA17
UNIT: HOURLY/EXTRA-HELP

CONSULTING 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

Under general direction, provides Citywide professional expertise and project assistance in a particular field; also provides management/staff consultation and policy/procedure administration assistance.

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.*

Responsible for direction, consultation, and dissemination of professional information to management, staff and policy makers; researches, interprets, revises, and creates policies; provides assistance to management and staff for projects; maintains positive communications with management and staff; and performs other duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Public administration policies and practices.
- Computer business software, including spreadsheet software.

Ability to:

- Work independently.
- Prioritize and determine workload.
- Exercise tact and discretion in all employee interactions.
- Interpret and implement policies and procedures.
- Handle multiple assignments simultaneously.
- Establish and maintain effective working relationships with those contacted during the course of work.

Experience and Training Guidelines

Experience: Three or more years of progressively responsible public sector experience.

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

License: A current, valid, California driver's license.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

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.