

Job Class Code: 0900	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to analyze programs and provide administrative support for the management and operations in assigned area. The class is responsible for analyzing related information, researching and collecting data, preparing various reports, coordinating administrative processes, and making recommendations for the management of associated activities. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings

TYPICAL TASKS

- Researches, analyzes, and summarizes information relating to assigned area of responsibility.
- Designs and conducts methods of research to determine plans for programs, goals, and objectives; examines processes and procedures and looks for ways to improve efficiencies.
- Coordinates and participates in the administration of activities in assigned area such as evaluating work progress, serving as departmental liaison, preparing correspondence, and/or facilitating initiatives.
- Consults and coordinates meetings with staff, other departments, and/or public or private groups to address concerns and makes recommendations for the management and improvement of associated activities.
- Prepares a variety of analytical studies and related information and presents recommendations for decision-making purposes.
- Creates and maintains various reports and records for assigned area of responsibility.
- Develops databases for the preparation and maintenance of operations according to departmental needs and requirements.
- May supervise staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Attends or conducts meetings to exchange information; attends in-service training professional classes, seminars, or conferences to improve professional skills.
- Performs related tasks as necessary such as supervising and training subordinate staff and serving on committees.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice and/or makes recommendations based on technical expertise.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations.
Mental Requirements	Performs professional level work requiring the application of accounting, legal, or managerial methods in the solution of technical, administrative, or legal problems.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in business administration, public administration, management information systems, finance, accounting, or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	Depending on assignment, may require a valid driver's license in compliance with City driving standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.