



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: ADMINISTRATIVE AIDE I - II

DEFINITION: Under direct supervision, performs increasingly responsible administrative, technical, and paraprofessional duties.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the duties of the class.

Grade Level II - Performs the complex duties of the class.

EXAMPLES OF DUTIES:

- Assists in the development, organization, coordination, and implementation of departmental programs;
- Studies, investigates, evaluates, and prepares reports and recommendations on departmental and/or City-wide operations, policies, procedures and practices;
- Develops, implements, and maintains program information, evaluation and reporting systems;
- Assists with preparation and monitoring of the budget;
- Composes correspondence;
- Acts in a liaison capacity with other City departments in interpreting policies or evaluating needs;
- Performs routine surveys;
- May administer programs/special tests and conduct interviews;
- May act in a lead capacity;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

- A. Two years of related education at an accredited community college/university;
- B. Two years of experience performing routine administrative, analytical, and/or personnel duties;
- C. Any combination of the education and experience stated above totaling two years.

Ability to effectively communicate both orally and in writing and to deal tactfully with the public and other City entities.

Use of a personal computer may be required.

A valid motor vehicle driver's license may be required at time of appointment.

HISTORY:

Revision of Classification Specification date 01/15/85

Approval/Adoption Dates: 10/30/86 - Human Resource Department
11/05/86 - Civil Service Commission