July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ADMINISTRATIVE AIDE II

DEFINITION:

Under general supervision, to perform subprofessional budgetary and administrative studies; to prepare, analyze, and administer operating and capital improvement budgets for a small department or division of a large department; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Studies administrative, organizational, and procedural problems and recommends solutions;
- Analyzes, prepares, and administers the operating and capital improvements budgets of a small department or division of a large department;
- Analyzes line item detail and program input and output measures;
- Determines priorities of budget requests and recommends inclusion into final budget;
- Assists department director or division superintendent in presentation of final budget request to the City Manager, Mayor, and City Council;
- Maintains financial records and keeps supervisor aware of the status of expenditures and encumbrances;
- Conducts evaluations of work flow and procedures;
- Performs special studies as assigned;
- Prepares reports and correspondence;
- May supervise or coordinate a small clerical unit essential to the accomplishment of the assigned function.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of 60 semester/90 quarter college units, **AND** one year of experience performing a variety of subprofessional administrative, personnel, budgetary, or related studies at a level of responsibility equivalent to the City of San Diego's classification of Administrative Aide I.

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