

**CLASS TITLE: COMMUNITY ASSISTANCE SPECIALIST**

**Class Code: 02861200**

**Pay Grade: 19A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist in performing responsible technical, analytical, evaluative and administrative work in providing direct assistance to municipal officials in matters related to the organization, administration, management and fiscal operations of local government; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the close supervision of a superior from whom specific assignments are received; work is reviewed in process and upon completion for compliance with instructions and adequacy of performance.

**SUPERVISION EXERCISED:** Usually none.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist in performing responsible technical, analytical, evaluative and administrative work in providing direct assistance and advice to municipal officials in areas such as fiscal management, personnel practices, local government organization and administration, records management, assessment practices and the efficient provision of local government services.

To collect, analyze and compile various research data relating to local government not presenting problems of an unusual nature and to submit the results of such findings to a superior.

To assist a superior in evaluating the adequacy and effectiveness of the internal coordination of local government units.

To review and analyze available data pertaining to the structure of local governments.

Under direction, to advise local government officials of resources available for helping plan effective services or obtaining funds for such services.

As required, to assist a superior in the preparation and monitoring of guidelines and regulations relative to local government operations as may be mandated by state law.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A familiarity with the basic principles and practices of local government operation and administration; a working knowledge of the principles and methods used in the collection, analysis, evaluation and presentation of findings relative to the effectiveness of local government administrative policies, methods and procedures, organization and operations; a familiarity with federal and state programs having an impact on local government; the ability to analyze data, draw conclusions and make recommendations based upon such data; the ability to establish and maintain effective working relationships with superiors, associates and any subordinates; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with specialization in Business Administration, Public Administration, Political Science, Planning, Urban Economics or a closely related field; and

**Experience:** Such as may have been gained through: employment requiring the application of techniques and methods relating to research work and analyses of administrative policy, methods and management.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: August 26, 1979

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