

CLASS TITLE: PRINCIPAL COMMUNITY ASSISTANCE SPECIALIST

Class Code: 02861400

Pay Grade: 26A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform the most complex 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; as required to supervise the work of other specialists engaged in such functions; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of initiative and independent judgement.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of technical and clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform the most complex technical, analytical, evaluative and administrative work in providing professional 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 plan, supervise and review the work of other specialists engaged in aiding and/or assisting local officials in matters related to local government operation.

To be responsible for collecting, analyzing and compiling and reviewing various research data relating to local government and to submit the results of such findings to local government officials.

To assist local governmental units by evaluating the adequacy and the effectiveness of their internal coordination.

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

To prepare and monitor such guidelines and regulations relative to local government operations as may be mandated by State Law.

To advise local government officials of resources available for helping plan effective services or obtaining funds for such services.

To be responsible for keeping abreast of new techniques and innovations in local government; to review the potential for adaptability to municipalities, advise superiors of such investigations and, when directed, to carry out programs for implementation.

To review Federal and State statutes and regulations and prepare statements relative to the impact of such statutes and regulations upon municipal government.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the 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 working knowledge of Federal and State programs having an impact on local government; a working knowledge of the State legislative process; the ability to analyze the most complex and difficult data, draw conclusions and make recommendations based upon such data; the ability to establish and maintain effective working relationships with superiors, associates and subordinates; the ability to plan, supervise and review the work 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: considerable employment in a public or private agency which involved aiding or assisting local municipalities in solving complex problems of modern government. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: August 26, 1979

Editorial Review: 3/15/2003