

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Special Assistant to the Comptroller

CLASS CODE: 1672

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification serve as the Comptroller's Office staff administrative officer providing a wide range of complex and highly specialized administrative support functions.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey-level classification in the General Administrative Series – Adjunct Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex to complex duties. The distinguishing characteristics of this classification within the series include responsibility for serving as the Comptroller's advisor, liaison, and designated representative to other City Officials, departments and offices

Incumbents work under general direction. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

Supervises the review and processing of documents such as contracts and travel requests;

Assists in the negotiation, development and revision of contracts;

Conducts special investigations regarding fiscal and personnel matters, fraud and violations of the City Charter;

Performs tasks of a confidential nature for the comptroller;

Advises Comptroller and provides recommendations regarding assigned functional area;

Facilitates meetings and develops meeting agenda information; and

Prepares various informational, factual and statistical reports.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer terminal, telephone, fax machine and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as financial statements, budgets, contracts, bid specifications, press releases, city charter, ordinances, statutes, various policies, master plans, program reports, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentage and decimals; develop and interpret descriptive statistical reports.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Physical Requirements:

Requires the ability to exert light physical effort in sedentary to light office work.

Tasks may involve extended periods of visual concentration at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.