

- Research techniques, methods and procedures.
- Computers and computer software.

Ability to:

- Analyze, interpret, make decisions, and recommendations in accordance with laws, regulations and policies.
- Communicate clearly, orally and in writing.
- Present research findings and recommendations clearly and professionally.
- Work independently.
- Operate a personal computer and applicable software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Must have completed or be in the process of completing the course work requirements for a Master's Degree in Public Administration or related field.

Experience: Some municipal budgetary and administrative experience in None necessary.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Management Assistant

TO: Administrative Analyst or Management Analyst