



City of Kansas City, Missouri Job Class Specification

Job Title: MUNICIPAL MANAGEMENT TRAINEE **Department:** MULTI
Job Code: 1717 **Status:** NONEXEMPT **Grade:** NE-5

Summary

This is staff assistance, administrative, and operational work on an entry level professional basis involving the application of research techniques to the study of departmental systems, policies, and practices or aiding department and division personnel in handling assigned technical, supervisory, administrative, and operational matters.

Work involves responsibility for assisting assigned departmental personnel with current and long-range administrative and operational duties. Work also involves supervising small work groups as directed. Specific work assignments and instructions are given with all new work assignments; however, as experience is gained, the incumbent of this class is expected to apply basic principles and practices of the profession and perform increasingly difficult and responsible professional work commensurate with years of formal training and experience. Work is reviewed by administrative and professional superiors through conferences, written reports, and results achieved.

Duties and Responsibilities

- Assists in conducting surveys and collecting information to be used in administrative, fiscal, budgetary, and procedural analyses.
- Compiles and calculates statistical data in the preparation and administration of the annual budget.
- Works with professional employees in any one of several fields to assist superior to who assigned in details of routine duties and to become familiar with operations of the department to which assigned and the techniques of the particular profession involved; assignments may vary from a series of short projects to a single assignment requiring an entire employment to complete.
- Assists forester, naturalist, landscape architect, or other professional engaged in park management work such as supervising the care and maintenance of trees, participating in a natural science activity program, preparing plans and specifications for park site development projects and supervising the general operation and maintenance of municipal park areas.
- Assists a professional planner in details of advanced and current planning and accompanies planner on field trips, public hearings, and meetings to learn steps involved in assembling, analyzing, and presenting social, economic, and other data for urban planning activities.
- Performs a variety of elementary administrative research and investigative work as assigned by an administrative or technical superior in the field of municipal management; conducts surveys and collects data to be used in administrative, fiscal, budgetary, or procedural analysis.
- Supervises limited sized work groups in a variety of activities; maintains time and attendance records; assists in conducting orientation and training of personnel.
- Performs related duties as required.

Technical Skills	<p>Some knowledge of:</p> <p>The fundamental principles and practices of the profession employed by department of assignment.</p> <p>Research techniques, methods and procedures.</p> <p>Principles and practices of supervision.</p> <p>Ability to:</p> <p>Properly interpret and make decisions in conformance with established laws, regulations, and policies.</p> <p>Analyze, interpret, and submit oral and written reports.</p> <p>Establish and maintain effective working relationships with other trainees, employees, municipal officials, and the public.</p> <p>Supervise and direct subordinate employees in completing assignments.</p>
Education and Experience	<p>Accredited Bachelor's degree.</p>
Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none">▪ Must pass a background check as prescribed by the City.▪ May be required to possess a valid State –issued driver's license in accordance with the City of KCMO policies.▪ May be required to pass a preemployment drug screen.
Supervisory Responsibility	<p>Supervision may be exercised over assigned personnel.</p>
Supervision Received	<p>Work is performed under general supervision.</p> <p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
Created	<p>12/89,</p>
Revised	<p>9/06, 1/08, 4/13, 8/2022</p>