



Range: SG-8
Exempt: Non-exempt
Date: October 13, 2014

ADMINISTRATIVE ASSISTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Provides administrative assistance to assigned department(s); performs a wide variety of responsible administrative and administrative work in support of an assigned department; develops new systems or improves existing systems and procedures to increase department efficiency. Ensures delivery of excellent customer service through a professional image, courteous interactions, good communication skills, accurate information and processing of data, and coordination with others.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Department Head or assigned supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

Essential Functions:

1. Assists in the development and administration of the departmental budget; forecasts funds needed for materials, equipment and supplies; monitors and approves expenditures as appropriate, maintains an audit of supplies and orders from authorized distributors or companies when appropriate.
2. Participates in the creation and implementation of goals, objectives, policies and priorities related to the department.
3. Works in organized team efforts and assists in problem-solving work related issues for continuous improvement in the department.
4. Provides support to City-related commissions, committees and task forces.
5. Provides support services for assigned department; monitors workload, work activities, priorities and deadlines.
6. Provides notices and reminders of scheduled appointments and coordinates meetings and locations.
7. Prepares, distributes, and posts meeting agendas; attends meetings and takes minutes; assists with the preparation and distribution of comprehensive staff reports; conducts surveys; prepares a variety of reports related to assigned departmental functions.
8. Maintains a calendar of activities, meetings and events for assigned department; organizes and maintains accurate and current filing system.
9. Prepares, processes, and proofreads a variety of documents.

10. Operates, maintains, and orders supplies for a variety of office equipment.
11. Supports City projects, including assisting with grant applications.
12. Opens and distributes mail to department staff.
13. Assists staff with the procurement of necessary supplies, equipment, and other budgetary items.
14. Assists with vendors and contractors.
15. Possesses a high level of integrity and sense of ethics.
16. Maintains website content as assigned.
17. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of fiscal, statistical, and administrative data collection and report preparation.
- Modern office procedures, methods, computer equipment and database software programs.
- Public relations methods and techniques.
- Principles and practices of meeting and agenda preparation.
- Principles and procedures of record keeping and business letter writing.
- English usage, spelling, grammar and punctuation.
- Microsoft Office Suite

Ability to:

- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
- Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.
- Perform responsible administrative work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently prepare correspondence and memoranda.
- Perform general clerical work including the maintenance of appropriate records and compiling information for reports.
- Respond to requests and inquiries from the general public.
- Interpret and apply administrative and departmental policies and procedures.
- Work independently in the absence of supervision.
- Operate and use modern office equipment including a computer.
- Maintain confidential data and information.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the course of work.
- Maintain mental capacity that allows for effective interaction and communication with others.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

Three years of responsible administrative and clerical experience.

Training:

High school diploma or GED.

Bachelor's degree in administration or business management is highly desirable.

WORKING CONDITIONS

Environmental Conditions:

Working conditions are primarily within an office environment.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting for prolonged periods of time and working closely with others; general manual dexterity; lifting office materials.