



Range: SG-8
Exempt: Non-exempt
Date: April 30, 2019

ADMINISTRATIVE ASSISTANCE – FINANCIAL SERVICES

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

To provide administrative assistance to an upper level supervisor or administrator; to perform a wide variety of responsible administrative and secretarial work in support of an assigned department; and to develop new systems or improve existing systems and procedures to increase department efficiency.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Financial Services or designee.

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. Maintains the calendar of the Director of Financial Services and other supervisors; provides reminders of scheduled appointments; coordinates meetings and locations; maintains a calendar of activities, meetings and events for assigned department.
2. Deals tactfully and courteously with the public, responding to and resolving difficult and sensitive citizen/customer inquiries and complaints.
3. Provides support services; monitors workload, work activities, priorities and deadlines, including tracking of performance measurements.
4. Participates in the implementation of goals, objectives, policies, and priorities related to duties.
5. Prepares departmental purchase orders and budget adjustments when appropriate; reviews and codes departmental invoices.
6. 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.
7. Organizes and maintains accurate and current filing system including scanning and uploading of paper records as electronic records; coordinates and facilitates departmental record retention requirements.
8. Gathers and manages records for public records requests and other various records requests.

9. Monitors maintenance tracking for fleet management system.
10. Prepares, types, processes and proofreads a variety of documents including general correspondence, agendas, reports, memoranda and statistical charts from rough draft or verbal instruction.
11. Coordinates and facilitates printing and distribution of a variety of reports.
12. Coordinates and facilitates large mailings including working with post office for bulk mailings.
13. Assists in the development and administration of the departmental budget; forecasts funds needed for materials, equipment and supplies; monitors and approves expenditures as appropriate.
14. Works in organized team efforts and assists in problem-solving work-related issues for continuous improvement in work efforts.
15. Operates, maintains and orders office supplies.
16. Answers department phones and assists internal and external customers.
17. Provides support to City-related commissions and committees as required.
18. Supports City projects and assists with grant procurement.
19. Opens and distributes mail to appropriate people in department.
20. In the absence of cashiering staff, receives and processes cash from all City departments and customers. Maintains records for cash receipts, cash deposits, and accounts receivable.
21. Delivers deposits to the bank weekly or more frequently if needed.
22. In the absence of Accounting Technician, performs Accounting Technician responsibilities if necessary.
23. Provides administrative support to Director and other Financial Services staff.
24. Provides customer services to internal and external customers.
25. Maintain or perform website content function within assigned role.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of the department; general knowledge of other departments to correctly direct phone inquiries/customers.
- 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.
- Pertinent rules, regulations, office policies and procedures related to assigned duties.
- Principles of training, supervision, and performance evaluation.
- Principles and practices of meeting and agenda preparation.
- Principles and procedures of record keeping and business letter writing.
- English usage, spelling, grammar, and punctuation.
- Principles of mathematics, accounting, and statistics.

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 public.
- Type at a speed necessary for successful job performance.
- 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.
- Maintain mental capacity, which 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 secretarial and clerical experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by additional specialized secretarial training.

WORKING CONDITIONS

Environmental Conditions:

Office environment utilizing office equipment; some general travel between city office locations.

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. Some lifting required for file storage and stocking paper products.