



Administrative Assistant

SALARY GRADE: 15

PURPOSE OF POSITION: To provide administrative support for a Department or Division Head assisting in handling technical and administrative functions in connection with departmental programs, such as personnel, budget, planning and operational procedures.

ESSENTIAL FUNCTIONS:

- Assists in the coordination of all administrative functions of the department including budget, personnel, meetings and clerical duties.
- Prepares correspondence such as, letters, memoranda, reports, affidavits, and other materials.
- Completes data entry into numerous computer systems.
- Researches and collects information on operational and administrative problems, analyzes findings and makes reports to Department Head.
- Assists with the preparation and administration of the annual budget and helps maintain budget and expenditure controls.
- Supervises and coordinates all budgetary accounting activities and confers with department and/or Division Heads concerning acquisition and specifications for purchase of materials and equipment.
- Assists with the installation of new programs, procedures, methods and systems within the department.
- Performs fiscal, statistical and personnel studies.
- Conducts surveys and collects information on administrative matters; studies the findings and prepares reports.
- Prepares a variety of complex and confidential documents and reports.
- Maintains meeting minutes either electronically or with audio equipment.
- Coordinates and schedules meetings and conferences as directed.
- Coordinates all routine operational management functions within department, including purchasing, building, equipment, property inventory and disposal.
- Maintains complete stock of all office supplies and keeps accurate inventory of supplies and forms.
- Assists with department projects and tasks and works as a team member within the department.
- Represents department on committees or project groups as assigned.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

JOB BASED COMPETENCIES:

- Considerable knowledge of the operations of City government including city-wide computer programs (FMS, STEP, ABRA, etc.).
- General knowledge of the principles and practices of public administration.
- General knowledge of research methods and techniques, statistical methods and application and methods of report presentation.
- Knowledge of database utilization.

- Ability to utilize graphics and desktop publishing for departmental web page.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to make decisions and to exercise resourcefulness in meeting new problems.
- Ability to prepare accurate, clear, complete and concise reports.
- Ability to analyze, interpret, and report research findings.
- Ability to establish and maintain effective working relationships with associates, municipal officials and the general public.
- Ability to operate a variety of standard office, data entry and word processing equipment.
- Ability to provide assistance or direction to employees on various administrative tasks.

PUBLIC CONTACT: Effective public and governmental contacts are an essential component of this position. The incumbent interacts frequently with City Officials, other City Department Heads, employees, contractors, vendors and the general public. Contacts are for the purpose of obtaining and furnishing information, providing interpretations and explanations, responding to complaints, and similar purposes.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.

SUPERVISION EXERCISED: Usually none. Supervision may be exercised over subordinate clerical personnel or the preparation and completion of various projects as delegated.

PHYSICAL REQUIREMENTS: This is sedentary work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

MINIMUM QUALIFICATIONS:

Administrative Assistant Job Code: 01.21 Salary Grade: 15 FLSA: Non-Exempt Union: Non-Represented	<ul style="list-style-type: none">• Associate Degree from an accredited college or university with major course work in public, municipal, or business administration/management.• Three (3) years of general office experience; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities.• Ability to type at the rate of 40 words per minute is required.
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TRAINING REQUIREMENTS: ICS 100 and IS 700