

## ADMINISTRATIVE ASSISTANT

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible paraprofessional staff support work relative to the development and implementation of divisional and/or departmental administrative programs and functions. Work is characterized by responsibility for a wide variety of administrative services (such as the development and implementation of budgetary documentation and fiscal controls, personnel, purchasing, payroll, and the supervision of office clerical activities); and/or direct responsibility for a comprehensive administrative program requiring the development and integration of diverse and complex operational data inherent to unit operations. This work is performed with a high degree of independence and discretion. Under the general supervision of a department or division head, work is normally assigned in terms of program objectives and directives; and employees are responsible for establishing the necessary administrative procedures, methods and controls. Employees may supervise subordinate administrative and clerical staff.

#### Examples of Duties and Responsibilities:

Develop and implement major divisional and/or departmental administrative programs and functions. Develop budgetary information (narrative, financial, and statistical reports and controls). Set up and maintain budgetary account status records. Recommend fund transfers, represent the department/division head in routine budgetary matters in relationship with the Comptroller's Office.

Coordinate personnel transactions. Process necessary personnel forms and documents. Maintain an awareness of personnel policies and procedures and provide guidance to managers as required. Perform or oversee departmental/divisional payroll activities. Provide liaison with the Payroll Unit in resolving problems. Coordinate purchasing activities; assist in the preparation of specifications. Process or oversee the processing of purchasing documentation.

Supervise office support services. Train, assign, monitor and evaluate clerical and administrative staff. Establish work priorities and procedures.

Develop comprehensive departmental/divisional recordkeeping systems (manual and/or automated). Provide liaison with Information Technology staff. Develop and process a high volume of operational statistics and reports (and integrate in a logical manner) from which cost analysis or productivity data can easily be extracted.

Directly oversee and/or implement a major administrative function requiring direct responsibility for an integrated administrative program. Act as spokesperson for this program with a diversity of City business contacts and in relationship to external agencies and the general public. Assist managers, supervisors, professionals, and technicians in completing studies, reports, or projects by either gathering data or information, or by assisting in the

assessment of individual or systematic problems. Perform a variety of research-related activities by extracting situational information from records, or by developing and implementing various survey or statistical reporting systems.

Provide administrative support to various committees/commissions. Arrange committee meetings and prepare and distribute notices, minutes, and related materials.

Perform related work as required.

## QUALIFICATIONS

### **Knowledge, Skills and Abilities:**

Thorough knowledge of office practices and procedures. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of business administration principles and procedures. Working knowledge of budgetary methods, forms and controls. Ability to use computer applications such as a word processor, database, spreadsheet, email, and other related applications. Ability to collect, analyze and summarize data. Ability to develop and implement operating procedures. Ability to prepare reports summarizing a variety of information. Ability to develop and maintain effective recordkeeping systems. Ability to supervise assigned clerical and administrative personnel and their activities. Ability to independently implement a comprehensive administrative program or function. Ability to assist in the resolution of operational problems. Ability to exercise judgment and discretion. Ability to establish and maintain effective working relationships. Ability to communicate effectively both orally and in writing. Ability to maintain adequate attendance.

### **Training and Experience:**

Generally, positions in this classification will require:

Four years of varied administrative and/or office management experience (e.g., budgeting, personnel, purchasing). Such experience would normally be supplemented by college level coursework in public administration, business administration, or a related field. Possession of a four year degree from an accredited college or university may be substituted for three years of experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

### **Physical Requirements:**

Work in this position is primarily sedentary, requiring the ability to sit/stand at a desk, work on a computer, and use a monitor for extended periods of time.

| <b>Department/Division</b> | <b>Comp. Group</b> | <b>Range</b> |
|----------------------------|--------------------|--------------|
| Various                    | 17/20              | 14           |

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director

Date