

PROGRAM ASSISTANT ICLASS DESCRIPTIONGeneral Responsibilities:

This is responsible administrative support and advanced-level secretarial and/or programmatic work in a City department, division or other independent program unit. Employees in this class perform a wide variety of administrative, secretarial, and program support functions including such functions as office management; secretarial services to program head and professional staff; programmatic recordkeeping and reporting; performance and/or coordination of specialized program functions; and direct involvement in budget development and monitoring. The work requires exercising considerable judgement and discretion in the interpretation and application of policies and the development of operating systems and procedures. Employees in this class work under the general supervision of the department, division, or program head and may provide direction and/or supervision to limited numbers of permanent and/or non-permanent staff.

Examples of Duties and Responsibilities:

Gather, organize and report administrative data, operational information and/or statistical data. Assist professionals/paraprofessionals in the preparation of comprehensive reports and prepare routine reports independently.

Provide assistance to professional/technical employees in areas requiring knowledge of departmental programs and operations and/or general administrative expertise.

Collect and organize both operating and capital budget data. Review budget data for consistency with format and past precedents. Make budget projects as directed. Prepare computerized budget document for submission. Insure mathematical accuracy of all calculations on budget document and correctness of narrative. Prepare additional materials and documentation as necessary.

Review and monitor budget expenditures and distribution of costs to appropriate accounts. Review and monitor revenue and salary savings projects and grant budgets and billings. Prepare related administrative reports and financial analyses and make recommendations.

Oversee and implement office clerical and administrative operations, and procedures. Monitor activities and make modifications as needed. Train others in procedures.

Maintain budgetary, cost accounting or other fiscal records according to established accounting or program procedures. Establish accounts; post entries and balance; prepare periodic accounting, budgetary or related reports as necessary; and audit purchase orders, vouchers expense forms, payroll data, etc. Prepare billings and year-end account close-out reports.

Operate as unit Office Manager. Perform and/or coordinate all administrative and clerical activities including purchasing, payroll, recordkeeping, liaisons with clerical/word processing pool services and Data Processing, information dissemination, personnel processing and recordkeeping, printing and related functions. Act as unit records manager, coordinate publications and desktop publishing and coordinate the processing of materials to the Common Council. Develop, implement and monitor office procedures and systems. Supervise other permanent and non-permanent clerical staff as assigned.

Serve as Secretary to the program head. Screen and prioritize mail; draft, review and proof letters for signature; prepare routine correspondence for own signature; schedule meetings; follow up on assignments made to other staff; refer calls/requests in Supervisor's absence; assist in handling confidential personnel and other matters; and perform other related secretarial tasks both for the supervisor and other professional staff as assigned.

Perform specialized program activities such as managing grant or other types of application processes; providing information and assistance to program participants; coordinating complex commission, committee, and/or board activities; performing technical review and evaluation of program documents; collecting technical information on-

site from participating agencies; researching information and performing other tasks in connection with special projects.

Perform related work as required.

QUALIFICATIONS

Knowledges, Skills and Abilities:

Thorough knowledge of administrative office practices and procedures. Knowledge of English composition, correct punctuation, spelling, grammatical usage and acceptable business letter and report formats. Knowledge of business math and basic accounting and budgeting practices. Ability to prepare finished letters, memorandums and reports from rough draft, outline or original composition. Ability to type (see Note). Ability to gather, organize, review and report information. Ability to develop operating systems and procedures and to learn technical and administrative program requirements and procedures. Ability to carry out administrative details efficiently and independently and meet deadlines. Ability to use the telephone effectively. Ability to prepare basic financial and statistical reports. Ability to make decisions within policy constraints and to interpret complex department, City or funding source policies to the general public, the business community, or other special interest groups. Ability to perform mathematical calculations and maintain accounting records. Ability to maintain effective working relationship with employees, managers, program participants and the public.

NOTE: Minimum typing requirements will be identified on a position-by-position basis at the time of recruitment not to exceed 60 wpm with 12 or less errors.

Knowledge of microcomputer operation and various types of software may also be required on a position-by-position basis depending on duties to be assigned.

Training and Experience:

Three years of responsible clerical support experience that included significant secretarial and administrative responsibilities involving complex clerical, administrative, and/or accounting systems and procedures. Such experience would normally be gained after graduation from high school supplemented by secretarial, business and/or accounting courses. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills and abilities necessary to perform the duties of this position will also be considered.

(NOTE: Positions in this class can be either represented or non-represented depending on the extent of supervisory duties and/or the nature of the personal secretary/administrative support responsibilities).

| Department/Division | Comp. Group | Range |
|----------------------------|--------------------|--------------|
| Planning & Development | 20 | 11 |