



## Administrative Assistant

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### Summary

Provide varied secretarial and office administrative assistance to a department director and associated supervisory, professional, and technical staff; nature of duties performed may include exposure to sensitive or confidential information.

### Class Characteristics

General supervision is provided by the department director; responsibilities may include the indirect supervision of support staff.

The Administrative Assistant is the specialized level in the secretarial series, providing direct administrative support to a department director and related supervisory, professional, and technical staff. Incumbents perform duties involving difficult and responsible tasks and assignments. The department director normally establishes general guidelines for action; however, day-to-day activities may require the use of initiative and independent judgment, particularly when prioritizing work for several staff members or when dealing with a variety of City staff and representatives of the public. Positions at this level are distinguished from those in the lower classification of Secretary in that the Administrative Assistant is a single incumbent classification within each department, with primary responsibility for providing ongoing secretarial and administrative support to the department director. The Administrative Assistant is distinguished from the classification of Executive Assistant to the City Manager in that the latter provides secretarial and administrative support to the City Manager and City Council.

### Essential Duties, Skills, and Demands of the Position

*The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.*

#### Duties:

Provide secretarial and administrative support to an assigned department director; areas of responsibility include the composition, preparation and distribution of correspondence, scheduling meetings, maintain complex filing systems, and provide input on department policies and procedures, and related administrative tasks.

Receive and screen visitors and telephone calls from internal and external contacts, provide information which may require the interpretation of department policies and procedures; take messages or refer the caller to the appropriate person and/or department.

Schedule and ensure the availability of meeting materials; prepare meeting agendas, and distribute materials; attend meetings to take minutes; prepare and distribute minutes of commission or committee meetings; compile, edit, package, and track agenda reports.

Compose and prepare a wide variety of finished documents such as letters, memoranda or reports from stenographic notes, brief instructions, or draft materials; review finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.

Maintain calendars and schedule appointments; organize travel arrangements.

Research a variety of informational materials from internal and external sources; compile the information into an appropriate format for management review.

Open, sort, and distribute mail ensuring the attachment of relevant materials.

Use a variety of office equipment such as facsimile machines, photocopiers, and computers and associated word processing or spreadsheet applications; input or retrieve data; prepare reports using an on-line or personal computer system.

Initiate and process invoices; formal bid documents and grant applications; review documents and invoices for payment; process check requests.

Order general office supplies and special department orders; contact vendors for bids pertaining to various purchases; prepare and route purchase order requests.

As assigned, perform billing functions for specific department; review services provided; generate and distribute bills.

Maintain payroll and personnel records; perform other personnel processing duties such as ensuring employees have proper orientation materials, keys and other documentation.

Organize and maintain various office files, including department personnel, project or chronological files; review and purge files consistent with City or department guidelines.

Assist with the development and administration of the department budget; receive, compile and enter budget information into spreadsheets and review for accuracy.

Follow up on projects, transmit information and keep informed of department activities.

May provide work direction and review to assigned staff.

Perform related duties as assigned.

Skills/Abilities:

Provide varied secretarial and office administrative assistance to management, supervisory, professional, and technical staff.

Organize work, set priorities, meet critical deadlines, and follow-up on assignments with minimum direction.

Interpret and apply department policies and procedures.

Use initiative and independent judgment within established guidelines.

Compose and format business correspondence including letters, memoranda, reports and related documents.

Prepare and input statistical data into tables and charts.

Provide work direction and review to assigned staff.

Type accurately at a rate of 50 net words per minute from printed copy.

Operate a variety of office equipment including computers and associated word processing and spreadsheet applications.

Understand and carry out oral and written directions.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit; use the computer keyboard and mouse, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell; stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate.

**Qualifications**

Knowledge of:

Office management methods, practices and procedures.

Policies, procedures, programs, operations and goals of assigned department.

Principles and practices of business letter and report writing.

English grammar, vocabulary, spelling, and punctuation.

Rules and guidelines governing public meetings including notification and distribution of meeting materials.

Methods and techniques of researching and compiling information.

Methods and techniques of maintaining complex filing systems.

Operational characteristics of office equipment including facsimile machines, photocopiers, computers and associated word processing and spreadsheet applications.

Standard business arithmetic.

Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:*

Education:

Equivalent to graduation from high school.

Experience:

Three years of responsible secretarial or office administrative experience. Business or secretarial school training is desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

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