

## CITY OF MADERA

### ADMINISTRATIVE ASSISTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, performs a variety of complex, responsible and confidential administrative duties for the Department Manager and other department management staff; maintains calendars; participates in the administration of a department; responds to and refers inquiries and complaints; prepares reports; analyzes data; may provide indirect supervision to support staff as assigned; performs special studies; serves as an office manager; provides information regarding department policies, procedures and functions; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Administrative Assistant** is an advanced journey level class which performs a variety of complex and responsible clerical, technical, and administrative support to the Department Manager and other department management staff. The incumbent serves as an office manager, relieving the Department Manager from performing administrative detail work, and is expected to function with very little direct oversight and with a great deal of sensitivity and confidentiality. This class is distinguished from the class of Administrative Secretary by the more complex, responsible, and technical duties related to its functioning as the support to a department manager, by the confidential nature of work performed, and by the greater exercise of discretion and judgment.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Department Manager. Exercises direct or technical and functional supervision over office support staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Provides responsible, complex and confidential administrative and secretarial support; types and proofreads a wide variety of complex and confidential reports, letters and memoranda; independently prepares correspondence; types from rough draft or verbal instructions; takes and transcribes dictation and composes correspondence not requiring the attention of the Director.
- Screens office and telephone callers; responds to complaints and requests for information on department regulations, procedures, systems and precedents relating to assigned responsibilities; receives and routes incoming mail.
- Maintains calendar of activities, meetings and various events for the department manager and other management staff; arranges meetings and makes appointments; assists with task prioritization; follows up on assigned projects to meet deadlines; makes travel arrangements and prepares related expense reports.

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- Maintains a wide variety of records, files and logs related to departmental operations and activities; maintains confidential and personnel files; conducts periodic retention and purging of files in compliance with applicable guidelines.
- Researches, compiles, and analyzes data for special projects and various reports. This may include utilization of spreadsheet, database, or word processing software.
- Prepares evaluations, recommends training, monitors performance and provides direction to clerical staff if necessary; prepares reports, correspondence and memoranda, many of which are of a highly confidential and sensitive nature, utilizing word processing software.
- Assists in budget preparation, analysis, evaluation and control; monitors department expenditures and purchasing activities; prepares purchase orders; receives and records invoices and fees; recommends fund transfers as needed; prepares department payroll for processing; retains and tracks payroll records.
- Conducts a variety of research assignments and prepares informational and financial reports as assigned; analyzes financial data to ensure accuracy of data.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds also is required.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Administrative Assistant**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of administrative and secretarial experience or the performance of related work and a high school diploma or equivalent supplemented by specialized training. An Associate of Arts degree in public administration, business administration or related field is desirable.

#### **License/Certificate:**

Possession of, or the ability to obtain, a valid class C California Driver's license.

**KNOWLEDGE/SKILLS/ABILITIES:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Assigned department functions, programs, policies and procedures; basic functions and organization of municipal government; principles and practice of municipal purchasing; modern office procedures, methods and equipment including computers; business letter writing and basic report preparation; principles and procedures of record keeping; English usage, spelling, grammar and punctuation; pertinent federal, state and local laws, codes and ordinances.

**Ability to:**

Perform responsible and difficult confidential secretarial work involving the use of independent judgment and personal initiative; follow established purchasing and inventory control procedures; understand the organization and operation of the assigned department, other City departments and outside agencies as necessary to assume assigned responsibilities; interpret and apply departmental rules and policies; prioritize work; independently prepare correspondence and memoranda; analyze situations accurately and adopt an effective course of action; meet deadlines; respond to requests and inquiries from the general public; work independently in the absence of supervision; operate and use modern office equipment including a computer; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing, spreadsheet, database and other software applications; operate two-way radio and other communications equipment; type accurately from clear copy at a rate of 55 words per minute; perform short-hand or speed writing at a rate necessary to complete assigned duties.