



JOB SPECIFICATION

Code 11110

Grade GS 51

ADMINISTRATIVE ASSISTANT

General Purpose:

Under general direction, as principal direct provider, supervise or coordinate difficult or unusual administrative support functions for one or more top echelon executives or City officials such as directors of large public services or operating, or technically complex departments, or higher level municipal government general administrators.

Typical Duties:

Plan and direct or independently perform diverse and highly responsible personal secretarial support duties to ensure efficient planning of executive's or official's day-to-day time, as well as that of governing or advisory boards as required, and to ensure accurate documentation and proper dissemination of directives and other management information to numerous subordinate organization levels, other departments, external organizations and the public. Involves: Update and maintain director's calendar and meeting schedule.. Make travel arrangements and prepare itineraries. Assist in organizing details of meetings and presentations, which includes gathering and compiling pertinent information and exhibits.. Negotiate and arrange times and places of board and committee meetings with attendees, send reminders and confirmations. Participate in or arrange for special projects, as assigned. Transcribe, edit and finalize correspondence authored by supervisor. Review and ensure proper distribution of mail, email or telephone communications, flag urgent information and communicate priorities of the director to staff. Prepare memoranda, and other standard correspondence regarding designated topics. Represent the organization to constituents, civic groups, news media and others regarding administrative procedures in the absence of director as delegated. Review citizen complaints and prepare authorized responses, which includes interpreting administrative policies in unprecedented situations, recommending courses of actions to supervisor or directing them to proper division or department, and following up on complaints to ensure timely resolution. Prepare and post agendas or and attend public meetings. Electronically or stenographically record, transcribe and finalize dictation or board and committee meeting minutes. Maintain confidentiality of highly sensitive information pertaining to contemplated new or changed strategies, policies and procedures. Oversee or assemble and distribute regular and special reports on operating or service strategies and tactics. Provide general human resource and accounting support services for department. Maintain confidential information affecting employee status as well as time reports and vacation schedules and prepare payroll documentation. Distribute personnel action forms to staff. Enter personnel data into computer system. Maintain and monitor budget and inventory. Order supplies. Post vouchers for payment, review requisitions and invoices before forwarding to accounting section for payment.

Direct and provide general paraprofessional administrative support for programs or staff functions, if assigned. Involves: Participate in developing and implementing standardized long and short-range business and planning initiatives. Research, prepare, conduct interviews, and analyze studies and surveys. Make recommendations for new and changed program, office and administrative processes. Discuss proposals with supervisors. Implement approved operational procedures. Identify employee training needs and schedule training programs. Plan and organize special events and meetings. Gather and compile pertinent information for meetings and presentations. Oversee establishment and maintenance of department or program databases and records, which includes implementing and applying retention and retrieval procedures to meet regulations. Prepare and assemble specific reports and assist in financial planning and budget preparation, including projections and statistics. Monitor expenditures, budget limits and inventory. Develop budget spreadsheets and financial schedules.. Monitor assigned contract services. Identify supplies, materials and equipment needed. Research and make recommendations regarding grants. May compile and document data, and draft documents for grant applications.

Supervise an assigned administrative support team, usually consisting of several employees. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development; enforce personnel rules and regulations, and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes. Maintain filing system and keep records and reports.



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Knowledge, Skills, and Abilities:

- Application of comprehensive knowledge of office practices and procedures.
- Application of considerable knowledge of English grammar, spelling and punctuation.
- Application of good knowledge of accounting and budget preparation practices.
- Application of good knowledge and use of personal computers and word processing software.
- Application of good knowledge of supervisory techniques, and pertinent policies and procedures.
- Application of some knowledge of spreadsheet software.
- Clear, concise and tactful oral and written communications.
- Interpretation of oral and written instructions.
- Keep records, prepare reports, maintain filing systems, compile and organize information.
- Establish and maintain effective working relationships with city officials, board members, coworkers, subordinates, vendors, the public and other government agencies.
- Ability to type at the rate of 50 wpm.

Other Job Characteristics:

- None.

Minimum Qualifications:

Education and Experience: A High School diploma or GED, and six (6) years of office support experience, including two (2) years performing paraprofessional administrative support functions that entailed recommending, developing, implementing or coordinating office procedures.

Licenses and Certificates: None.