

City of Holtville
January 1993

ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, performs a wide variety of responsible and complex administrative and secretarial duties for a City department, the City Manager, and for City Council members; provides information and assistance to the public; and performs other related work as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This class exhibits a great amount of skill, knowledge and abilities required in the performance of assigned tasks. Positions in this class are expected to respond to sensitive issues with confidentiality and to operate independently with minimal supervision.

SUPERVISION RECEIVED OR EXERCISED

Direction is provided by the City Manager. Assignments may include technical and functional supervision by other Department directors.

EXAMPLES OF TYPICAL DUTIES

Manages office support functions; prioritizes and coordinates work assignments; reviews work for accuracy; interprets policies, rules and regulations in response to inquiries and complaints; resolves concerns and complaints; refers inquiries as appropriate.

Participates in the duties relating to administration of a department; assists in preparing comprehensive reports, compiling annual budget requests, monitoring approved budget accounts; compiling payroll data for preparation of biweekly payroll; transcribes and types all correspondence and forms; maintains expenditure journals; reproduces correspondence and documents; assists with the preparation of the fiscal year budget.

Assists in a variety of department operations; performs special projects and assignments as requested.

Makes travel arrangements, maintains appointment schedules and calendars and arranges meetings, conferences and other functions for the City Manager and City Council members.

Organizes and oversees a complex technical filing system; maintains personnel and payroll records as required.

CITY OF HOLTVILLE
Administrative Assistant (Continued)

EXAMPLES OF TYPICAL DUTIES

Performs complex and specialized clerical and administrative support duties relating to typing, filing proofreading, billing, computer data entry, and public reception.

Composes correspondence, reports, agendas, legal notices, resolutions, and ordinances for the City Manager and City Council members.

Assists with departmental programming by processing program application, preparing publicity and bulk mailings, monitoring and logging departmental expenditures, reimbursements, and service fee collections.

Operates a variety of office equipment including a computer.

May provide technical support in the absence of technical staff.

Directs the ordering and storage of appropriate supplies.

EMPLOYMENT STANDARDS

Knowledge of:

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and computer equipment.

Business letter writing and basic report preparation.

Public relations techniques.

Principles and procedures of record keeping.

Ability to:

Learn the organization of municipal government and the interrelationship between City departments, City Council, and other governmental agencies.

Perform responsible and difficult administrative and secretarial work involving the use of independent judgment and personal initiative.

Perform office management functions in an effective and efficient manner.

CITY OF HOLTVILLE
Administrative Assistant (Continued)

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Interpret and apply administrative and departmental policies and procedures.

Independently prepare correspondence and memorandas.

Type or work process at a speed necessary for successful job performance.

Identify problems and resolve conflicts in an effective manner.

Work independently in the absence of supervision.

Maintain confidentiality related to the area of work.

Operate and use modern office equipment including a computer and word processor.

Work cooperatively with other departments, City officials and outside agencies.

Communicate clearly and concisely, both orally and in writing.

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

Experience:

Three years of increasingly responsible administrative secretarial experience.

Education:

Equivalent to completion of the twelfth grade supplemented by specialized administrative secretarial training. College level course work in business administration, computer science, or a related field is desirable.

License and Certification:

Possession of a valid California Driver's License and Certification of Automobile Insurance for Personal Liability.