



City of Newark, California

Class Code: 008
WP Code: f/class/admasis
Established: 12/88
Revised: 10/97, 01/98
EEO Code: AS

CLASS SPECIFICATION

ADMINISTRATIVE ASSISTANT

POSITION DESCRIPTION

Nature of Work: Under direction, provides varied, complex and often confidential secretarial and special assistance to a department head; provides lead direction to an assigned clerical support staff; and related work as required.

Class Characteristics: This advanced lead secretarial class is distinguished from other secretarial and office support classes in that the nature, diversity and scope of responsibilities requires the frequent use of tact, discretion, initiative and independent judgment. Responsibilities include regular contact with government officials, City Council or board or commission members, representatives of business or community organizations, the public and all levels of City personnel to exchange information and explain administrative policies and procedures. This class is distinguished from the Executive Assistant in that the latter provides complex confidential secretarial support to the City Council, City Manager, Assistant City Manager, City Clerk, and other administrative staff. The Administrative Assistant series is further distinguished from the Administrative Support Specialist series by being assigned the primary direct support to a department head.

Essential Duties: Receives and screens visitors and telephone calls, providing information which may require the use of judgment and the interpretation of City and assigned departmental policies and procedures; researches, compiles and summarizes a variety of informational materials and prepares reports; sorts and distributes mail received by department staff; prepares drafts and a wide variety of finished documents from dictation tapes, notes, brief instructions, or printed materials using a variety of word processing, spreadsheets, and publishing software applications; operates personal computer systems to input or retrieve data and prepare reports; initiates specified correspondence independently for signature by appropriate management staff; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage; organizes and maintains various administrative, reference, and follow-up files; schedules and organizes meetings by notifying participants, making room arrangements, and preparing required informational materials; relieves managers and supervisors of certain administrative matters by monitoring projects, transmitting information and keeping informed of pertinent activities; makes appointments and maintains a calendar; makes travel arrangements; organizes own work, sets priorities and meets critical deadlines; directs and provides work review for assigned office clerical support staff; prepares or assists in the preparation of City Council, board and commission agenda materials; oversees the department payroll documentation and purchase orders; compiles and prepares a variety of activity reports; may provide backup clerical support for other secretarial and/or clerical positions; trains new department clerical staff in work procedures.

ADMINISTRATIVE ASSISTANT

QUALIFICATIONS

Knowledge, Abilities, and Skills

Knowledge of:

Standard office administrative and secretarial practices and procedures.
Operation of a variety of word processing, spreadsheet, and publishing software applications.
Operation of standard office equipment including office computers and networks.
Computer and paper record keeping, report preparation and filing methods.
Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
Correct English usage, including spelling, grammar, punctuation and vocabulary.
Appropriate letter and report formats for use in a public agency.
Standard business arithmetic.
Basic supervisory principles and practices.

Ability or Skill to:

Provide varied, responsible, and often confidential secretarial and office administrative assistance to top level management and administrative staff.
Use initiative and independent judgment within established guidelines.
Use tact and discretion in establishing and maintaining effective working relationships with those contacted in the course of the work.
Analyze and resolve administrative situations and problems.
Research, compile and summarize a variety of informational materials.
Compose correspondence independently or from brief instructions.
Organize work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
Plan, assign and review the work of assigned administrative support staff.
Operate an office computer and software applications in a manner appropriate to the position.

Experience and Training: Any combination of education and experience equivalent to high school diploma, G.E.D., or California High School Proficiency Examination Certification and four years of responsible secretarial or office administrative experience. Business or secretarial school training and experience in dealing with governmental, community and business representatives are desirable.

Special Requirement: Some positions may require the possession of a California driver's license

Physical Requirements: Ability to sit for prolonged periods of time, bend, stoop, speak and hear. This class requires the use of hands and arms to operate a computer keyboard, grasp objects, and to reach. Employees in this class must occasionally lift and/or move up to 25 Pounds.

Probationary Period: 6 Months

FLSA: Non-exempt