



## CLASS SPECIFICATION

### PROJECT/ADMINISTRATIVE ASSISTANT

**Nature of Work:** Under general supervision provides varied, complex and often confidential support to the Chief Building Official/City Architect, directs administrative support staff within the Building Inspection Division, conducts research, analyzes State legislation, participates in interviews and selection of consulting architects and contractors, assists in the development of construction contracts, analyzes and makes recommendations on department programs relating to floor plan development, and related work as required.

**Class Characteristics:** This position unique to the Building Inspection Division of the Public Works Department relating to building construction management. Incumbents are responsible to perform a variety of tasks relating to development of the Newark Civic Center as well as perform all duties associated with the Administrative Assistant classification and to manage the Building Inspection Division support staff.

**Essential Duties:** Provides information which requires judgement, a knowledge of Building Inspection Division policy and construction practices; researches, compiles and summarizes a variety of informational materials; reviews and interprets state law and construction contracts; prepares drafts and finished documents relating to construction project management; receives and processes inspection requests; utilizes various computer programs including MSWord, MSExcel, TRAKiT, and document transfer; schedules and organizes meetings by notifying participants, and making room arrangements; directs and provides work review for assigned office clerical support staff; oversees division purchase orders; monitors divisional and construction project budgets; participates in interviews and selection of consultants; writes newsletters and other public information materials; participates in the selection of staff; works with staff to correct deficiencies; and performs additional duties as typically assigned to the Administrative Assistant position.

**Knowledge of:** Principles and practices of modern public administration including budgeting, research methodology, fiscal analysis, and employee relations; principles and practices of supervision; principles and practices of supervision; applicable Federal, State, and local laws, rules, and regulations pertaining to construction; modern automated records management techniques; operation of a variety of word processing, spreadsheet, database, and publishing software applications; basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions; standard business arithmetic; and correct English usage, including spelling, grammar, punctuation and standard office document formatting.

**Ability or Skill to:** Provide varied, responsible, and often confidential administrative assistance to the Chief Building Official/City Architect; use initiative and independent judgement within established guidelines; use tact and discretion in establishing and maintaining effective working relationships with those contacted in the course of the work; operate an office computer and software applications in a manner appropriate to the position; analyze and resolve administrative situations and problems; plan, assign, and review the work of a assigned clerical support staff; attend meetings with City Council, contractors, vendors and architects and take notes; plan, organize and administer programs and/or projects relating to public works; prepare and analyze a variety of comprehensive reports, studies and related information for decision making purposes; communicate effectively both orally and in writing in order to present written and oral reports; and represent the City effectively in meetings.

**Experience and Training:** Possession of a high school diploma, five years of responsible office administrative experience, and one year of experience providing construction management assistance to the City Architect.

**Special Requirement:** Requires the possession of a valid 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 key board, 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