

MAJOR FUNCTION

This is administrative work assisting a superior in the performance of a variety of administrative duties and special projects. An employee in this class assists in administering various departmental programs and may review the work of subordinate clerical employees. Work is performed under general supervision with review made to insure that work is being performed in accordance with prescribed policies, procedures, and common office practices.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Performs purchasing, fiscal, recording, payroll-personnel transactions, and other standard administrative office functions. Maintains statistical reports that measure department or division operational efficiency. Assists in preparing and/or maintaining division or department budgets. Assists in planning, researching, developing, and maintaining research activities. Provides first-line support to the microcomputer users in the department, as far as answering questions in the system usage. Interfaces with Microcomputer Specialist in Information Systems Services, and coordinates departmental needs and applications with Information Systems Services. Performs special projects as assigned. Performs related work as required.

Other Important Duties

May review the work of or supervise a small clerical staff. May represent a supervisor at meetings to furnish or obtain information. Serves on ad hoc teams and committees as needed. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of rules, regulations, and policies involved in the administration of assigned functions. Knowledge of the principles of office management and clerical, statistical, and fiscal processing. Knowledge of modern record keeping and recording methods. Knowledge of bookkeeping, purchasing, personnel transactions, statistics, budgeting, and reporting. Ability to establish and maintain effective working relationships with superiors, officials, and the public. Ability to operate standard office equipment. Some level of skill in the use of all common microcomputer applications and programs used by the City, with particular emphasis on those necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration or a degree accepted in the field in which the vacancy exists; or possession of a high school diploma or an equivalent recognized certificate and four years of staff or administrative experience; or an equivalent combination of training and experience.

Necessary Special Requirements

At the department director's discretion, a valid Class E State driver's license may be required for any of the designated positions allocated to this class.

Revised: 03-24-82
04-29-85
10-24-85
02-26-86
11-26-86
04-22-88
01-16-90
01-15-91
07-30-91
03-11-93
10-02-00
12-03-03*
01-28-04
08-24-09*