

ADMINISTRATIVE ASSISTANT II

DEFINITION

Under general supervision, to coordinate and perform a wide variety of administrative support work for a major City work unit, board, committee, or commission; to perform office management responsibilities for one of the main City departments; to provide support work for designated management and/or administrative staff; to perform difficult and specialized office support, information gathering, information preparation, and public relations assignments; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt.

DISTINGUISHING CHARACTERISTICS

This is the second working level in the Administrative Assistant class series. Incumbents have responsibilities for providing primary secretarial and administrative support for an assigned City work unit, service area, board, committee, or commission. This level is distinguished from the next lower level of Administrative Assistant I by being assigned a broader scope of administrative support responsibilities and the fact that the positions are assigned primary support responsibilities for a major work unit, board, committee, or commission.

REPORTS TO

The management position which is responsible for the service area to which the position is assigned.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

ESSENTIAL FUNCTIONS

Has primary responsibility for secretarial and administrative support functions for an assigned City service area, board, committee, or commission; performs a variety of administrative support work for assigned City management position(s); gathers information and performs special projects; performs fiscal support assignments; performs public information and relations assignments including receiving office visitors and telephone callers and providing comprehensive information about department policies, functions, and procedures; receives and handles public complaints; develops and processes activity reports; develops information systems and prepares distribution of forms and public notices related to department functions; may provide explanations of City codes and ordinances; processes department/unit time sheets and personal action forms, and maintains department personnel files; may receive payroll documents; assists with preparation of bid documents; may dispatch workers in response to alarms;

maintains permit and insurance data; prepares and distributes bills related to department functions; maintains and updates accounts receivable data; orders and distributes department supplies; develops and prepares special reports; creates forms; may receive and distribute department and/or work unit mail; types or uses a word processing program to prepare a variety of documents; may coordinate agenda preparation and prepare minutes of board, committee, and commission meetings; takes notes from dictation and accurately transcribes them; transcribes from tape recording; inputs data into computer records and generates reports; operates a variety of office equipment; maintains calendars, prioritizing and arranging schedules, booking conference rooms, and preparing meeting presentation materials; and may maintain grant files and grant fiscal records. May be required to attend night and weekend meetings.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, postage machine, radio, and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; frequent contact with other staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- City and department policies, rules, and regulations.
- Procedures and functions of the service area to which assigned.
- Establishment and maintenance of files and information retrieval systems.
- Modern office methods and procedures.
- Fiscal record keeping methods and procedures.
- Proper English usage, spelling, grammar, and punctuation.
- Personal computers and software applications related to administrative support work.

Ability to:

- Spell correctly and use proper English.
- Understand and carry out oral and written direction.
- Type at a net speed of 50 words per minute.
- Maintain primary responsibility for the secretarial and administrative support work for the City service area, board, committee, or commission to which assigned.
- Perform a wide variety of specialized office and administrative support work for an assigned department and management/supervisory staff.
- Interpret, explain, and apply City and department policies, rules, and regulations.

- Work with considerable independence and initiative while exercising good judgment in recognizing scope of authority.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise, and accurate records and reports.
- Prepare public relations and informational material.
- Use a personal computer and appropriate software for word processing and support work.
- Deal tactfully and courteously with the public, representatives of other agencies, and other City staff when explaining the functions and policies of the department where assigned.
- Establish and maintain cooperative working relationships.

Training and Experience:

- Three (3) years of increasingly responsible work experience performing a variety of office and administrative support work including substantial experience in a position requiring frequent public/customer contact; or,
- Two (2) years of increasingly responsible work experience as an Administrative Assistant I with the City of Atwater.

SPECIAL REQUIREMENTS

- Some positions may have additional department requirements.

Education:

- Equivalent to graduation from high school.

License:

- Possession of a valid California driver's license.

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