

CITY OF SHORELINE

ADMINISTRATIVE ASSISTANT III

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To provide highly complex administrative, secretarial or office management assistance to either an assigned department director or appropriate governing boards including but not limited to the City Council; to respond to citizen inquiries and provide information within area of assignment; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Administrative Assistant series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including the provision of complex administrative support to high level management staff and/or governing boards. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff or department director.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform specialized technical administrative and secretarial duties in support of an assigned department director and or governing board; research and respond to citizen and staff requests and provide detailed information within area of assignment.
2. Receive, receipt and post fees and payments received from the public and other agencies; reconcile petty cash and maintain records of cash received; prepare and sign checks and verify bank statements for specific duties.
3. Coordinate the processing of applications, forms and notices for specialized department programs, permits or licenses.
4. Collect, select, classify and compile data from several sources; create graphs, tables and other illustrative materials; prepare and copy summary reports as required.
5. Maintain follow-up system on reports or other matters requiring action on a periodic basis.
6. Develop proper report and correspondence layout, arrangement, grammatical composition and ensure the inclusion of all pertinent information from sources; initiate routine correspondence, reports and records; develop clerical procedures, routines and record keeping systems.
7. Schedule and arrange for meetings and appointments in coordination with the public and department representatives; prepare and distribute agenda information.
8. Receive and direct visitors and telephone calls; provide program information, respond to inquiries and provide referrals to appropriate staff.

9. Create, maintain and update computer database files for a variety of department uses; input information into computer and produce reports.
10. Create flyers and other promotional items for assigned programs and events using appropriate computer software; assist with mailings and distribution of flyers.
11. Provide operational support for the activities and responsibilities of City Councilmembers; coordinate, track and research Council requests for information.
12. Coordinate department schedules; maintain and update department calendars; coordinate activities and details for department meetings, retreats, travel arrangements, registration and attendance for regional and national conferences.
13. Manage department volunteers; work as a liaison between staff and volunteers.
14. Provide responsible staff assistance and support to assigned governing boards; set up for, attend and tape record as needed department-sponsored public meetings; assist in agenda development; prepare meeting packets, legal notifications and minutes.
15. Participate in the analysis of long-range land use and comprehensive plans.
16. Assist in the preparation and monitoring of the department budget.

Marginal Functions:

1. Serve as a City representative on various community and event committees; plan special events as required.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

General municipal government policies, procedures, terminology and related regulations.
Principles and practices of office management.
Modern office procedures, methods and equipment including computers.
Applicable computer software applications.
Methods and techniques of customer service.
Principles of business letter writing and report preparation.
Principles and procedures of financial record keeping and reporting.
Methods and techniques of research.
English usage, spelling, grammar and punctuation.
Basic mathematical principles.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Perform specialized technical, administrative or secretarial duties.
Respond to requests and inquiries from the general public.
Provide customer service to the public.
Independently make appropriate decisions regarding work methods and priorities.
Establish and maintain various filing and record keeping systems.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Type and/or enter data at a speed necessary for successful job performance.
Plan, organize and schedule work assignments to meet deadlines.
Work with continual interruptions.
Manage and coordinate multiple tasks.

Research and gather information.
Interpret and explain department policies and procedures.
Maintain complex specialized records and prepare narrative and statistical reports.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible secretarial experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in public administration, communications or a related field.

Note: Support of some governing boards may require attendance at evening meetings.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; extensive contact with the public.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; extensive use of computer keyboard; near visual acuity for working on the computer.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date