

CITY OF HELENA



Position Title: Administrative Assistant III

Department: Community Development **Division:** Administration

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

This position performs administrative duties in support of the Building and Planning Divisions within the Community Development Department. Under general direction, the position plans, performs and supervises a variety of financial, accounting, and highly responsible, confidential and complex administrative duties and program and project support. The position plans, organizes, oversees and conducts the operations and functions of the office. The incumbent provides ongoing program and project support to the Community Development director, division staffs, outside agencies, contractors and the general public as needed.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

General Administrative and Office Support Functions

The position performs routine as well as responsible and challenging administrative work involving the use of independent judgment and personal initiative under direction of the Community Development Director and other staff as directed. The incumbent participates and assists in the administration of the division offices; manages and directs related office activities and coordinates the work activities performed in the Planning division and/or the Building division as needed; plans, recommends, assists and implements organizational or procedural changes affecting administrative activities as needed for effective program operation and support; orders, receives, distributes supplies, forms and related items; prepares purchase orders and procures equipment and services; contacts vendors and suppliers as needed; maintains files and records on matters in progress and upon completion including financial, budget, personnel claims process, budget, division contracts, and administrative records; maintains and updates resource materials; and coordinates activities with other departments, division, the public and outside agencies; and maintains calendars of department activities, training, conferences, travel, meetings and other various events. The position is also responsible for the preparation of all RFP's, legal advertising and contracts, assist Building and Planning staff in a variety of administrative duties; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies. Assist in the preparation of Commission packets and memos and taking minutes for various administrative boards and commissions prepares mass mailings; prepares information needed in administrative decisions and in facilitating the implementation of various policies and programs.,

Budgeting, Financial and Operational Support Functions

The incumbent participates in and provides informational support on a variety of organizational studies, investigations, and operational studies; collects, analyzes, and compiles material for review and analysis; provides recommendations for changes in programs, policy, or procedures to improve efficiency and cost effectiveness of operations; The position is tasked with organizing the flow of administrative and financial process to ensure all completed within established policy; develops drafts and assists in the preparation and monitoring of the Department budgets including analysis of annual budget needs and determining expenditure and revenue requests for designated accounts; monitors and approves expenditures, verifying fund balances and proper accounts of the approved budget; receives and accounts for revenue from fees, grants and other sources;; reviews the division's financial condition, resolves problems, and recommends and initiates corrective action to ensure financial integrity; and prepares, reviews, and processes claims; validates coding of claims; and prepares for appropriate executive signature. The incumbent verifies and records timecards for department staff to ensure coding, overtime, etc. is correct.

Customer and General Public Contact and Support

The incumbent will provide information and customer service to a wide public and contractor audience regarding water and wastewater treatment. The position serves as a primary resource and information source regarding division policies, procedures, objectives, and operational functions; receives and interviews office visitors and telephone callers; answers questions and provides information where judgment, knowledge, and interpretations are utilized, especially in the proper handling and interpretation of technical, financial, and confidential information or files; refers caller to appropriate source as necessary.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Local government and its operating departments, municipal administration and enterprise funds.
- Extensive knowledge of budget preparation. Principles and practices of fiscal, statistical, accounting, record keeping and administrative data collection and report preparation including graphs and charts.
- Office management practices, procedures and equipment including modern office practices, methods, and equipment including computer equipment and applicable software programs.
- Principles, practices and operation of word processing programs and spreadsheet and data base applications.
- Principles and techniques used in dealing with the public.
- Intermediate mathematical skills to work formulas

Skill or ability to:

- Type and enter data at a speed necessary for successful job performance.
- Learn, interpret, and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Respond to inquiries and requests for information from the public and City personnel regarding policies and procedures.
- Work cooperatively with other departments, City officials, outside agencies and the public.
- Work under pressure, produce accurate work, be flexible and meet deadlines.
- Perform responsible and difficult administrative and secretarial work involving the use of independent judgment and personal initiative.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Organizational skills and multi-tasking.
- Maintain confidential data and information.
- Plan and organize work to meet schedules and deadlines.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing

Physical Demands:

This position requires the ability to perform sedentary physical work. The position requires the abilities to: lift and carry up to 50 pounds regularly and on occasion up to 80 pounds; perform body movements applicable to records management and an office environment; to talk and hear in person and by telephone; see and read instructions, spreadsheets, reference materials, and computer reports.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position prefers an Associates degree in office management or a business related field AND requires at least five years of increasingly responsible administrative assistant, office management, accounting or related experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

Supervised by the Community Development Director.

Supervision Exercised:

None

<p>The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>
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