

CITY OF HELENA



Position Title: Administrative Assistant II **Department:** Community Development
Position #: 13201 **Grade:** 132
EEO Category: (6) Admin Support **FLSA:** Non-exempt
EEO Function: (1) Financial Administration **Work Comp Code:** 8810

DEFINITION

Under direction, to perform a variety of highly responsible, confidential, and complex secretarial, administrative, and financial duties in support of the assigned City Department and Department Director; to assist in planning, organizing, and coordinating support activities, operations, and functions related to the assigned office; and to provide general information and assistance to staff and the general public.

SUPERVISION RECEIVED

Supervised by the Chief Building Official.

SUPERVISION EXERCISED

General day to day direction of any Administrative Assistant I position(s).

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Attend to and process administrative details not requiring the immediate attention of assigned staff members; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.

Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative; perform varied and responsible secretarial duties to assist in the processing and completion of administrative operations for assigned staff; prepare and maintain procedural manuals as assigned.

Respond to specific and technical requests for information and assistance from the public, City staff, and representatives of other organizations; interpret regulations, procedures, policies, systems, rules, and precedents in response to inquiries and complaints; research and gather information to provide accurate answers and information; resolve concerns and complaints; refer more technical questions or issues to appropriate City staff; ensure follow up to unanswered inquiries.

Receive, compile, and organize information for the preparation of correspondence, documents, and reports as assigned; prepare a variety of correspondence, documents, and reports; compose confidential correspondence, documents, and reports; maintain confidentiality of information.

Perform a wide variety of specialized technical and advance level clerical work including maintaining accurate and detailed records, verifying accuracy of information, researching discrepancies, and recording information.

Verify and review forms and reports for completeness and conformance with established regulations and procedures; apply specialized knowledge of departmental and program policies and procedures in determining completeness of applications, records, and files.

Collect, compile, and analyze information and data from various sources on a variety of specialized topics related to the assigned program; check and tabulate statistical data; write reports which present and interpret data, identify alternatives, and make and justify recommendations; prepare and assemble reports, manuals, articles, announcements, and other informational materials.

Important & Essential Duties cont.:

Maintain detailed calendar of Department activities and for assigned staff; arrange interviews, appointments, schedules, conferences, travel arrangements, and itineraries.

Take and transcribe minutes at regular and special meetings and designated committees; prepare meeting packets for distribution; represent the assigned department in meetings and groups as assigned.

Establish and maintain complete records and files including financial, budget, personnel, operational, and administrative records.

Coordinate, supervise, and monitor special projects, assignments, and activities as assigned; maintain control files on matters in progress and expedite their completion.

Participate and assist in the administration of the assigned office; recommend organizational or procedural changes affecting support activities; recommend improvements in workflow, procedures, and use of equipment and forms.

Coordinate and review the work plan for assigned staff; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review work products, methods, and procedures.

Operate modern office machines and equipment including word processors, typewriters, printers, copiers, calculators, microfilm machines, and FAX machines; routinely use a full range of word processing and spreadsheet computer software applications.

Order, receive, inventory, store, and distribute supplies, forms, and related items; prepare purchase orders.

Assist in the preparation and monitoring of Department's budget including securing purchase orders, process invoices, monitoring account balances, and performing account transfers.

Maintain and account for limited office funds including petty cash fund.

Analyze situations and make appropriate decisions without immediate supervision.

Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge.

OTHER JOB RELATED DUTIES

Some positions may operate a two-way radio.

Perform related duties and responsibilities as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of basic fiscal, statistical, and administrative data collection and report preparation.

Modern office practices, methods, and equipment including computer equipment and applicable software programs.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and practices of business letter writing.

Principles and procedures of record keeping.

Principles and techniques used in dealing with the public.

Basic principles of budget preparation and control.

Word processing methods, techniques, and programs including spreadsheet and data base applications.

Practices used in minute taking and preparation.

Basic mathematical principles.

Skill to:

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Take and transcribe dictation at a speed necessary for successful job performance.

Ability to:

Learn the procedures and functions of the assigned position.

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Understand the organization and operation of the assigned department and the City 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 and outside agencies.

Perform responsible and difficult administrative and secretarial work involving the use of independent judgment and personal initiative.

Analyze situations carefully and adopt effective courses of action.

Maintain confidential data and information.

Independently prepare correspondence, memoranda, and minutes of meetings.

Compile and tabulate data and information and prepare summaries and reports.

Perform accurate mathematical computations.

Ability cont.:

Plan and organize work to meet schedules and deadlines.

Understand and follow oral and written instructions.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands & Work Environment

Ability to work and maneuver within a standard office environment; including sitting for extended periods, standing at a counter to serve the public, limited bending and kneeling to access files and light lifting as required for mail and incoming plan submittals.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of increasingly responsible secretarial and clerical experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial course work in office practices, management, or business administration.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature _____

Date: _____