

CITY OF HELENA



Position Title: Administrative Assistant III

Department: PW/Shop

Position #: 13405

Grade: 135

EEO Category: (06) Administrative Support

FLSA: Non-Exempt

EEO Function: (01) Financial Administration

Work Comp Code: 8810

DEFINITION

Under general direction, to supervise, plan, and perform a variety of financial, accounting, and highly responsible, confidential and complex administrative duties for the Public Works Fleet division and Department Director; to plan, organize, and oversee the operations and functions of the assigned office; and to provide information, direction, and assistance to staff, other departments, outside agencies, and the general public.

SUPERVISION RECEIVED

Supervised by the Streets , Traffic & Fleet Superintendent

SUPERVISION EXERCISED

No Supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Interpret regulations, policies, and procedures; makes decisions involving independent judgment and requiring specialized knowledge of technical practices and precedents; analyze situations and make appropriate decisions without immediate supervision.

Monitor, review and compile daily and monthly fuel usage. Downloads and converts fuel transaction data, into multiple spreadsheet formats to process monthly fuel bills for all individual City Departments.

Monitor, review and compile daily and monthly repair bills needed to process monthly repair bills for all individual City Departments.

Maintain the fuel card program for all City Departments as assigned.

Independently creates spreadsheets, using knowledge of formulas and functions to identify various criteria such as: appropriate tax discounts; data sorts by fuel types; and fuel quantities and departments.

Formulate and compile data monthly, quarterly and yearly to finalize all city departments budget figures regarding vehicle maintenance charges. Compiles and recommends budgetary figures for new fiscal year for each individual city department regarding fuel, parts, repairs and tires.

Periodically compiles information and applies for fuel tax refunds.

Responsible for processing city vehicle maintenance billing monthly and sending data to finance , all city departments and other related agencies, and budget offices. Ensures that all information accumulated, is maintained for fleet management records.

Implement preventative maintenance scheduling on a regular basis.

Schedule and assist in monitoring city equipment repairs and preventative maintenance by city mechanics, utilizing information obtained to complete billing and equipment records.

Compile, prepare, and implement complete bid specification process for all city vehicle and equipment acquisitions. Prepare ads, deals with merchants, develop contracts and drafts letters regarding bids after commission approval.

Important & Essential Duties continued:

Make appropriate clerical personnel related decisions, sign payrolls, and manage office independently during any extended absences of Superintendent. Assist mechanics to resolve any problems that may arise as well during absence of Superintendent.

Participate in planning and policy development; conduct a variety of organizational studies, investigations, and operational studies; collect, analyze, and compile material for review and analysis; provide recommendations for changes in programs, policy, or procedures to improve efficiency and cost effectiveness of operations; coordinates consultation, information exchange, and necessary clearances and or approvals.

Participate and assist in the administration of the assigned division executive's office; supervise, organize, and manage all office activities associated with the office; plan, recommend, and implement organizational or procedural changes affecting administrative activities; recommend improvements in work flow, procedures, and use of equipment and forms.

Relieve executive staff of a variety of administrative details; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.

Assist in the preparation and monitoring of the division budget including analysis and determination of annual budget needs and determining expenditure and revenue requests for designated accounts; monitor and approve expenditures verifying fund balances and proper accounts of the approved budget; receive and account for revenue from fees; review the division's financial condition, resolve problems, and recommend and initiate corrective action to ensure financial integrity.

Serve as a primary resource and information source regarding division policies, procedures, objectives, and operational functions; receive and interview office visitors and telephone callers; answer questions and provide information where judgment, knowledge, and interpretations are utilized, especially in the proper handling and interpretation of technical, financial, and confidential information or files; resolve complaints; refer caller to appropriate source as necessary.

Organize the flow of administrative, financial, and budgetary communication through the Department in an efficient and effective manner with City staff, news media, the general public, businesses, and other agencies.

Collect, compile, and analyze information from various sources on a variety of specialized topics related to programs in assigned area; write reports which present and interpret data, identify alternatives, and make and justify recommendations.

Coordinate activities with other departments, divisions, the public and outside agencies; maintain calendars of department activities, meetings and various events.

Assist in a variety of division operations; coordinate, supervise, monitor, and participate in special projects, assignments and activities as assigned; maintain control files on matters in progress and expedite their completion; serve on committees as assigned.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; perform varied and responsible administrative, fiscal, and supervisory duties involved in the processing and completion of administrative operations for the assigned division.

Maintain calendar of appointments for the division executive and other administrative staff; coordinate travel and meeting arrangements; arrange meetings, conferences and other functions for the Department executive.

Represent the assigned division in meetings and groups as assigned; prepare and make presentations.

Important & Essential Duties continued:

Initiate and maintain a variety of files and records for information related to the division including financial, budget, personnel, operational and administrative records; maintain and update resource materials.

Prepare, review, and process claims and permit applications; validate coding of claims; prepare for appropriate executive signature.

Operate modern office machines and equipment including personal computers, printers, copiers, calculators, and FAX machines; routinely use a full range of word processing, spreadsheet, database, and other computer software applications.

Order, receive, inventory, store, and distribute supplies, forms, and related items; prepare purchase orders; contact vendors and suppliers as needed; maintain related records.

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

Verify and record timecards for department staff to ensure coding, shift differential, overtime, call back, and that related items are correct and applied to proper accounts.

OTHER JOB RELATED DUTIES

Assist the Street Division and 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. Serve on Safety Committee. 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:

Office and administrative management principles.

Principles and practices of budget development, administration, analysis, and control.

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

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern office procedures, 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 practices of data collection and report preparation.

Knowledge of cont.:

Techniques used in public relations.

Word processing methods, techniques, and programs including many advanced spreadsheet and data base operations.

Accounting principles and practices.

Mathematical principles.

Principles of supervision and training.

Skill to:

Operate modern office equipment including computer equipment.

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

Ability to:

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

Research, compile, analyze, interpret, and prepare a variety of fiscal, statistical and administrative reports.

Prepare and administer budgets.

Research, collect, compile, and analyze information and data.

Prepare clear and concise summaries and reports.

Develop operating procedures and implement programs and policies.

Read, understand, apply, and explain technical policies and procedural requirements.

Supervise, train, and evaluate assigned clerical staff.

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

Work under limited supervision within a broad framework of standard 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 and outside agencies.

Maintain confidentiality of data and information.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Independently prepare correspondence and memoranda.

Perform accurate mathematical computations and be proficient in developing complex spreadsheet formulas.

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.

Ability to continued:

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

Work Environment:

Ability to work in a non-standard office environment with exposure to dust, fumes, noise, odors, grease, caustic and hazardous materials.

Physical Demands:

Requires the ability to stand, bend at the waist, kneel, reach over the head, talk, hear and see. Clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with other City employees and the general public both in person and over the telephone;

Sufficient vision, with or without correction, which permits the employee to produce and review a wide variety of written materials and to make and retrieve computer data and information entries;

Sufficient manual dexterity, with or without reasonable accommodations, which permits the employee to operate a computer keyboard and to make handwritten notations and to move files as needed;

Requires the ability to move or lift documents and materials weighing up to 30 pounds.

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:

Five years of increasingly responsible administrative assistant, office management, accounting, or related experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training and course work in management or business administration, office practices, or a related field.

License or Certificate:

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

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: _____