

CITY OF HELENA



Position Title: Administrative Assistant III

Department: Parks and Recreation **Division:** Administration

Grade: 136

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:

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

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.*

Customer Service

This position serves as the department receptionist, receiving calls, visitors, and mail; responds to requests for information from the staff and public; and explains basic programs, policies, and procedures to other City staff and the public. This position is responsible for managing the park reservation system including processing permits, payments and reports.

This position has a strong role in managing the department's webpage and social networking accounts and presence. Assists in updating and editing information as needed to ensure quality control.

Administrative

This position is responsible for managing the Department's administrative processes and activities; supervise, organize, and manage activities associated with the office; and prepare and maintain department policy and procedural manuals as assigned. This position processes in-coming/out-going mail and is responsible for maintaining records and files; verifying accuracy of information, and recording documents. Uses standard computer software and knowledge to type, proofread and process a variety of documents, including general correspondence, reports, meeting agendas and minutes, memos, spreadsheets and the preparation of agreements and contracts. This position is also responsible for tracking files for records retention compliance.

The incumbent will assist in a variety of department 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. plan, recommend, and implement organizational or procedural changes affecting administrative activities; provide recommendations for changes in programs, policy, or procedures to improve efficiency and cost effectiveness of operations.

This position maintains a calendar of appointments for the Parks and Recreation Director and other supervisory/administrative staff; may coordinate travel and meeting arrangements; arrange meetings, conferences and other functions for the Department Director and staff.

This position manages office supplies and is required to order, receive, inventory, store, and distribute supplies, forms, and related items; prepare purchase orders; contact vendors and suppliers as needed; maintain related records.

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

Financial Services

This position is responsible for financial activities that support the department. The position will assist in the preparation and monitoring of the division budgets 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; resolve problems, and recommend and initiate corrective action to ensure financial integrity.

This position is responsible to prepare, review, and process invoices, deposits, claims and reimbursements; validate coding of claims and prepare for appropriate signature. As directed, this position may prepare grant applications; monitor grant activities and administer grant funds.

This position also processes and balances the department's timesheets for submission to payroll.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Modern office practices, methods and equipment.
- Principles and procedures of accurate and complete record keeping.
- Intermediate word processing methods, techniques and programs, including spreadsheet and database operations.
- Basic mathematical principles.
- Numerical, alphabetical, and subject matter filing systems.
- Principles and practices used in dealing with the public.

Skill or ability to:

- Interpret regulations, policies, and procedures; make decision involving independent judgment and requiring specialized knowledge of technical practices and precedents; analyze situations and make appropriate decisions without immediate supervision.
- Type and enter data at a speed necessary for successful job performance.
- Organize and manage office processes and procedures.
- Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Perform general clerical work involving the use of independent judgment and personal initiative.
- Respond to inquiries and requests for information regarding policies and procedures.
- Research, collect, compile, and analyze information and data.
- Plan and organize work to meet schedules and deadlines.
- Communicate clearly and concisely, both orally and in writing with correct usage of grammar, punctuation, vocabulary and spelling.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands:

Involves work of a general office nature usually performed sitting or standing, such as answering phone, filing, copying and operating a computer. The position requires movement between departments to facilitate workflow. The position requires the ability to lift documents and materials weighing up to 30 pounds.

Minimum Qualifications (Education, Experience and Training):

This position prefers an associate's degree in office management or a business related degree and three years increasingly responsible administrative assistant, office management, accounting or related experience. Education consisting of completion of the twelfth grade (or equivalent) supplemented by the above experience along with five years increasingly responsible administrative assistant, office management, accounting or related experience may also be considered. The position desires specialized training and course work in management or business administration, office practices, or a related field. 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 Director of Parks and Recreation

Supervision Exercised:

May exercise direct supervision over additional secretarial and clerical staff.

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.