



## ADMINISTRATIVE ASSISTANT

Department:	All	FLSA Status:	Non-Exempt
-------------	-----	--------------	------------

**GENERAL PURPOSE:** Under the direction of the Departmental Director coordinates and performs a variety of skilled administrative functions; provides administrative support to the Departmental Director, and other departmental personnel;

### **TYPICAL DUTIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Answers, screens, and directs incoming calls to appropriate departments and/or individuals; documents and distributes telephone messages.
- Greets and assists office visitors; directs visitors to other City departments as required.
- Serves as a primary point of contact for departmental employees and the general public.
- Responds to various types of department inquiries and/or complaints; provides information regarding department operations, services, programs, projects, and policies.
- Coordinates assigned department programs; assists in preparing and administering grant applications, reports, and related documentation.
- Prepares, processes, and prioritizes work orders and requests received from the public and other City departments.
- Provides clerical and administrative support and assistance to the department director, department employees, and/or other departments as necessary.
- Schedules and coordinates meetings, appointments, and/or other functions; prepares minutes for meetings as requested by department director; updates and maintains department calendar.
- Coordinates reservations for employee training and/or workshops.
- Updates and maintains department records, filing systems, databases, and/or policy manuals.
- Prepares, processes, reviews, and disseminates correspondence, memoranda, contracts, schedules, forms, purchase orders, invoices, and/or other types of departmental documentation.
- Compiles, analyzes, and submits reports required by outside agencies or departments.
- Oversees purchasing and inventory of department supplies; tracks and verifies the accuracy and quality of shipments received; researches and resolves supply issues.
- Performs other duties as assigned or required.

**MINIMUM QUALIFICATIONS:****Education and Experience:**

High School Diploma or equivalent; AND four years administrative support experience; OR an equivalent combination of education and experience.

**Required Licenses or Certifications:**

- A Typing Certificate is required minimum of 35 WPM.
- Must possess a valid California Driver's License.
- Must provide, (within one year) any departmental specific certification of licenses that are required.

**Required Knowledge of:**

- Departmental operations, policies, and procedures.
- Principles and practices of office administration.
- Records management principles and standards.
- Basic bookkeeping and accounting principles.
- Principles of program and grant administration.
- General office equipment and standard computer software applications.

**Required Skill in:**

- Coordinating and performing a variety of skilled administrative functions.
- Providing administrative support to management personnel and other departmental staff.
- Compiling data and preparing correspondence, reports, and other documentation.
- Updating and maintaining departmental records and files.
- Coordinating grants.
- Establishing and maintaining cooperative working relationships with other staff, City departments, outside agencies, community organizations, vendors, and the general public.

**Physical Demands / Work Environment:**

- Work is performed in a standard office environment.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects Up to 25 pounds.