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| Department:      | Various        |
| Bargaining Unit: | SEIU           |
| Salary Range:    | E-41           |
| Last Revision:   | November, 2018 |

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## ADMINISTRATIVE ASSISTANT

### **DEFINITION**

To provide paraprofessional technical assistance in the development and maintenance of a City department or division programs and budget activities.

### **SUPERVISION EXERCISED**

Under the direct supervision of the department director.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Responsibilities and duties may include, but are not limited to, the following:

Coordinate activities of the City department or division with those of other offices, departments and courts concerning city legal matters.

Manage Federal and State Grants under the department director's direction.

Complete legal filings; manage leases, and notices of completion for a City department or division.

Analyze and interpret city ordinances, policies and procedures.

Assist in the preparation, drafting and review of ordinances, resolutions, contracts, deeds, leases and other such documents.

Assist in preparation and administration of a City department or division budget and grant management.

Confer with the public to explain policies and programs, and to respond to complaints and requests for assistance.

Investigate, analyze and prepare recommendations relating to proposed or existing programs, services and equipment requiring departmental input.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Review and process invoices and purchase orders of supplies, and other items, payment of fees for contact services and other expenditures.

Provide administrative assistance to a City department or division's operations as assigned.

Answer the telephone, maintain calendars and perform clerical duties as assigned.

Participate in marketing efforts for a City department or division.

Schedule, coordinate, and facilitate public meetings for a City department or division.

Assist in the preparation and monitoring of a City department or division operating budgets.

Prepare quarterly and annual department wide budget performance indicators.

Process State and Federal reimbursements for special (grant) funded projects in accordance with proper procedures.

Review and recommend City property lease fees and ensure collections of fees by Finance.

Work with the Legal Department in negotiating, drafting, and preparing lease agreements. Prepare and present City Council reports.

Assist with all counter and phone customers.

Prepare process and notarize Notice of Completion of department projects for recording at the County Recorder's Office.

Prepare Bond Letters informing contractors and sub-dividers about their remaining bonding obligations and options.

Review all grant contract documents and follow-up on correcting errors and/or omissions.

Interpret and analyze applicable rules and regulations. Prepare correspondence, reports, charts and other materials necessary to accomplish Departmental goals.

Promote and maintain safety in the work place. Perform other related clerical administrative duties as assigned.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Basic terminology, principles, practices and procedures of grant management and the City department or division's operations.

Methods of research techniques, sources and availability of information, and methods of report presentation.

Budgets and standard office accounting principles.

English usage, spelling vocabulary, grammar, and punctuation.

### **Ability to:**

Communicate clearly and concisely, orally, and in writing.

Effectively use independent judgment.

Effectively meet and work with the public both in person and by telephone.

Operate modern office equipment including computer equipment and software.

Follow oral and written instructions.

Maintain financial data and records.

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

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

Establish and maintain cooperative working relationships with those contacted in the course of work including staff of other departments, city officials, outside agencies and the public.

## **QUALIFICATIONS**

### **Knowledge of:**

State and Federal laws and procedures pertaining to grant funded reimbursements. English usage, spelling and punctuation. Principles and practices of public organizations, including office practices, recordkeeping, and budgeting. Research methods and procedures; business

**Knowledge of:**

mathematics. Operation of personal computer with proficiency using word processing and spreadsheet programs.

**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 (3) years of increasingly responsible administrative experience in a senior staff capacity at a public agency or private firm with concentration on administrative office activities, executive support, and grant administration.

**Training:**

A Bachelor's degree from an accredited college, combined with a minimum of one year of experience; or

A high school diploma or general equivalency diploma, combined with a minimum of three years of related experience.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate a valid California Driver's License.

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment:*

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines

**SPECIAL REQUIREMENTS (continued)**

and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**Effective Date: November 2018**