

# **ADMINISTRATIVE ASSISTANT**

## **JOB PURPOSE AND SUMMARY**

Performs administrative and limited office management duties in the capacity of an executive assistant to a professional or administrative superior.

Office management responsibilities of the incumbent may include organization and coordination with an office supervisor or leadworker toward accomplishment of program, divisional or departmental objectives. Work is distinguished from all other clerical classifications by the body of subject matter knowledge necessary to perform the duties, being more directly pertinent to long-term projects and assignments; to short and long-term organizational planning, coordinating, budgeting and managing; and to interpersonal and written communication skills. In most areas of assigned duties, the work of the incumbent is closely aligned with the work of the professional or administrative superior to whom the incumbent is assigned. The work is performed with a high degree of independence, judgment and discretion, and the incumbent may work for long periods of time during which there is little contact with, or impact on, the other activities of the division or department. The results of assigned projects have direct impact on the accomplishment or establishment of the divisional and/or departmental goals and objectives.

Public relations is a major element in the performance of duties assigned to this class. Contact is in the form of meetings, correspondence and telecommunication with employees, managers, officials and other individuals inside and outside the division, department and County. Communications often require complete knowledge of the supervisor's activities, and the basis for, and implications of, programs and projects.

## **CLASSIFICATION DISTINCTIONS**

Positions allocated to this class are delegated administrative and office management functions for the programs, goals and objectives concerned. These positions may be characterized as a personal assistants to professional or administrative superiors who are charged with administration and/or management of programs, divisions or departments.

Work is reviewed after completion for conformance to general policies and specific goals and objectives. The superior is available for conferences and direction on a regular and ongoing basis. Supervision of other employees is not an element of work performed by an incumbent of this class.

**KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Assembles cost and related data for alternative methods of handling projects; contacts other departments and agencies to obtain information; presents findings to supervisor.
- Gathers materials and writes drafts for instructional manuals, pamphlets, reports, studies and other special projects and assignments; composes correspondence and reports on behalf of, or in collaboration with divisional or departmental superiors.
- Reads assigned articles and reports pertaining to phases of administrative responsibility of supervisor; summaries, expands or edits for use in operational planning and processes, public appearances and other administrative endeavors.
- Assists in short and long-term divisional and departmental planning, coordinating, organizing and budgeting; forecasts clerical staffing needs based on projected revenues, expenditures, workloads, and work organization and delegation; develops fiscal plans and budgetary requirements; coordinates divisional and/or departmental projects.
- Develops employee training plans and programs.
- Conducts studies and research projects on divisional, departmental or County problems or projects; prepares reports.
- Keeps supervisor(s) informed of significant items requiring supervisory review or action; obtains information from staff members, relays assignments, calls attention to deadlines, and obtains progress reports; maintains frequent contacts for supervisor with other departments and agencies.
- Prepares agenda for meetings, functions and conferences; attends meetings with or on behalf of supervisor; takes notes or significant parts of discussion, issues and planned future events pertaining to business at hand.
- Performs related work as required.

**QUALIFICATIONS**

- Bachelor's degree in business or public administration or related field;

**- OR -**

- Four years of administrative experience (Administrative experience as defined requires the supervision of others, office management, or primary responsibly for a major staff function);

**- OR -**

- Any combination of required education and experience which demonstrates the ability to perform the work of the class.

**Knowledge of....**office practices and procedures; considerable knowledge of business English, punctuation, grammar, syntax and spelling; effective research methods and recordkeeping; governmental budgeting procedures and fiscal planning methods.

**Ability to....**compose correspondence and reports in a literate manner; prepare and present material in clear and comprehensible terms; maintain a pleasant, courteous and helpful demeanor in all personal contacts; understand and execute complex oral and written instructions and to apply available guidelines to various situations; apply initiative, discretion, judgment and organizational skills to a variety of projects, assignments and situations; develop and maintain effective working relationships with co-workers, supervisors, the general public, and employees and officials of other departments and agencies.

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