

CITY OF LOS BANOS

Job Description

POSITION TITLE	ADMINISTRATIVE ASSISTANT
DEPARTMENT	VARIOUS
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	STAFF

DEFINITION

To perform a variety of highly responsible, confidential and complex technical, administrative and clerical duties for a Department Head; and to coordinate a variety of administrative support services for the department through creating and maintaining specialized reports, records and files; interact with City personnel and the public on technical matters.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Department Head. May exercise general supervision over administrative support personnel in assigned area.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Perform a wide variety of highly responsible, complex and confidential duties in support of the administration of a department or specific functional area.
- Receive, open, stamp and process incoming mail.
- Respond to calls and visitors with tact and diplomacy; respond to requests for sensitive information and assistance; resolve citizen concerns and complaints.
- Type, proofread and process a variety of documents, including those of a confidential nature.
- Prepare, distribute, and post agendas, minutes, resolutions and reports for a variety of meetings including Boards, Committees, Commissions, and other civic organizations; provide additional administrative support as necessary which may include the transcription of recorded or written information.
- May be required to attend night meetings and records proceedings.
- Drafts procedures and arranges for publication of legal notices.
- Coordinate and make travel arrangements for an assigned Department Head and staff; maintain appointment schedules and calendars; organize and arrange meetings, conferences and civic functions.
- May plan, organize, communicate and implement special City and department events.

- Develop, maintain and archive a variety of files and records for information related to department; maintain manuals and update resource materials. Participate in budget preparation and administration; monitor and track expenditures.
- Maintain various files and records for the assigned department.
- May plan, prioritize, assign, supervise and review the work of a Department's support staff.
- Maintain inventories and orders office supplies and materials.
- Research, compile and analyze data for special projects.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

Knowledge of:

- Business English; letter writing formats and technical report preparation.
- Modern office management practices and procedures including filing systems management and the operation of a wide variety of office equipment and computer software.
- Applicable Federal, State, and local laws, codes, and regulations.
- Functions and organization of municipal government.
- Basic fiscal methods.
- Principles of customer service.
- Principles and practices of supervision, training and performance evaluations.

Ability to:

- Perform responsible and difficult administrative/clerical work involving the use of independent judgment and personal initiative.
- Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.
- Understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Interpret and apply administrative and departmental policies, procedures, laws and regulations.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Compile and maintain complex and extensive records and prepare a variety of reports.
- Maintain confidential data and information for executive staff.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Operate and use modern office equipment including a computer and related software.
- Understand and apply basic principles and methods of public personnel administration.
- Type, word process and take and transcribe recorded dictation at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned staff.
- Understand and follow both oral and written instructions.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Three (3) years of increasingly responsible administrative support experience.
- Type at a speed of 50 NWPM.

DESIRED QUALIFICATIONS

- Associate's degree from an accredited college or university in Business Administration, or related field.

10/17