

ADMINISTRATIVE ASSISTANT

GENERAL STATEMENT OF DUTIES: Executes administrative details; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this position are responsible for carrying out the administrative details involved in a jurisdiction's operations, including such areas as budget, purchase, financial record keeping, personnel administration, personnel record keeping, and other required reports and analyses, including statistical reports. Incumbents conduct regular analysis and monitoring of information and operational activities, making recommendations or reporting trends requiring the attention of municipal administrators. The work involves frequent exercise of independent judgment and action in implementing policies and procedures. Public contact is often required. Supervision may be exercised over subordinate personnel.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and assists in the preparation of reports, including attendance, retirement, health, and State and Federal periodic reports;

Implements policies, procedures, regulatory and funding requirements in the area of assignments, making improvements to streamline or improve efficiency and effectiveness;

Gathers, reviews and maintains reports, forms records, supporting documentation, cost estimates, authorizations and other information needed in support of delegated administrative responsibilities;

Assists in preparing specifications for purchases, handling bids and issuing purchase orders;

Prepares statistical charts and makes reports on the findings;

Assists in keeping financial accounts of the municipality;

Analyses operations and operating needs and plans flow of work;

Supervises the preparation of budget materials and the process involved in budget execution;

Supervises personnel activities and keeps necessary personnel records;

Supplies information to employees concerning health insurance, retirement, and all conditions of employment;

Assists in the preparation of vacation schedules;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May interview/screen applicants for vacant positions, if appropriate;

May make necessary arrangements for the repair of facilities and equipment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles and practices of office management; good knowledge of public administration as it pertains to personnel management, budgeting, purchasing, financial record keeping and civil service administration; familiarity with research methods and statistics; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to make clear and accurate analysis of facts, figures, and processes; ability to become familiar with and adapt to laws, regulations, policies and practices; ability to plan and supervise the work of others; ability to present oral and written opinions and comments clearly and concisely; thoroughness; dependability; courtesy; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Completion of two years of study at a recognized college or university and either: (a) four years of experience of an administrative support, staff, or supervisory nature where the primary function involved accounting, public administration, personnel administration, financial management or related field; or (b) graduation from a recognized college or university with a Bachelor's Degree and two years of experience as in (a); or (c) Master's Degree in Public Administration, Business Administration or related field and one year of experience as in (a); or (d) a satisfactory equivalent combination of the foregoing training and experience.