

TITLE: ADMINISTRATIVE ASSISTANT

CODE: 11229

GENERAL DESCRIPTION:

This is very responsible administrative and technical work involving complex administrative and technical duties for an assigned department.

Work involves responsibility for accurate and timely completion of projects, handling assigned administrative assignments and maintaining financial records. Duties include analyzing and processing information related to administrative and technical tasks related to assigned projects, processing procedures and programs, compiling various financial and administrative reports, and making necessary recommendations for improvement. This position also has the responsibility for making difficult administrative support decisions. This work requires that the employees have good knowledge, skill, and ability in administrative and technical support work.

SUPERVISION RECEIVED:

Works under the general supervision of a Manager or higher level staff.

EXAMPLES OF DUTIES:

Provides complex administrative or financial support through assigned projects for the assigned Department. Compiles and processes information as required. Performs complex calculations, interprets budgetary data, and assists personnel of other work areas.

Performs wide range of posting, tabulation and calculating. Maintains complex records and accounts by computer. Maintains calendars or logs of own tasks. Schedules routine and special meetings.

Responds to telephone inquiries and complaints internal and external to the Department. Researches and attempts to resolve sensitive administrative and budgetary issues.

May coordinate and make recommendations regarding financial programs, administrative procedures and actions with employees, vendors, governmental agencies and District staff.

Operates personal computers to create and retrieve complex data and produce documents as assigned.

Assists in developing unit budgets and controlling and accounting for expenditures within fund allocations. Resolves budgetary and purchasing discrepancies through established methods.

May oversee lower level clerical classifications, as assigned.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of complex administrative principles and practices as applied to a multi-service regional utility.

Considerable knowledge of general office procedures.

Considerable knowledge of personal computer operation and related software.

Considerable knowledge of the District operating procedures.

Thorough ability to perform administrative procedures.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, consultants, and the general public.

Considerable ability to communicate orally and in writing.

Considerable ability to follow oral and written instruction.

Good ability to learn the operations of the assigned Department.

QUALIFICATIONS:

Associates degree from a recognized college or university in public or business administration or related field, plus three years of progressively responsible experience in governmental or business administration to include experience with personal computers and related software or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

None.