

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE: ADMINISTRATIVE ASSISTANT**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to complete projects, coordinate administrative assignments and maintain financial records. Work involves analyzing and processing highly complex 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. Classification typically reports to a Supervisor.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

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

Assists in developing unit budgets and controlling and accounting for expenditures within fund allocations. Resolves budgetary and purchasing discrepancies through established methods. Researches and attempts to resolve administrative issues.

Performs wide range of posting, tabulation and calculating. Maintains schedules, records and accounts. Maintains calendars or logs of own tasks. May prepare, process and authorize various financial records including requisitions and payments. Schedules routine and special meetings.

Responds to telephone inquiries and complaints internal and external to the Department.

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

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

## ADDITIONAL FUNCTIONS

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

Associates degree in public or business administration or related field, plus three years of experience in governmental or business administration to include experience with personal computers and related software; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to coordinate programs or resolve problems associated with job responsibilities.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Requires the ability to work under conditions where exposure to environmental factors is not likely to present a risk of injury or illness.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*