

Administrative Assistant

POSITION SUMMARY:

Perform a wide variety of responsible and complex administrative and clerical duties in support of an assigned program, board or section head and provide information and assistance to the public regarding departmental policies and procedures.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from higher level supervisory or management staff.

May provide functional or technical lead or supervision over lower level clerical staff.

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Provide responsible and complex administrative and clerical duties in support of an assigned program, board or section head.
2. Type and proofread a wide variety of reports, letters, memoranda and statistical charts; type from rough draft or verbal instruction; may independently compose correspondence related to assigned responsibilities.
3. Maintain a calendar of activities, meetings and various events for the assigned program, board or section head; coordinate activities with other City departments, the public and outside agencies.
4. Screen office and telephone callers; provide front counter assistance, including accepting applications, providing information, or accepting payments; respond to and resolve complaints and requests for information on policies, procedures, systems and precedents relating to assigned responsibilities.
5. Attend a variety of meetings; prepare and compile agenda packets; take and prepare minutes; disseminate information, as appropriate.
6. Maintain detailed and accurate accounting records for the assigned program; provide create and submit reports as required; prepare and submit accounts payable for processing and payment.
7. Prepare and maintain payroll for assigned division.
8. Maintain department filing, records and rosters; develop, implement and modify filing systems.
9. Operate a variety of office equipment including copiers, facsimile machine and computer; input and retrieve data and text; organize and maintain disk storage and filing.
10. Maintain inventory of office supplies; obtain estimates for ordering purposes; order supplies as needed.
11. Prepare purchase orders, requests for proposal, bids and various other documents necessary for the purchase of supplies and equipment.
12. Assist in contract negotiations and administration with vendors.
13. Serve as liaison between the assigned department and the City personnel office; process personnel actions.

SUPPLEMENTAL FUNCTIONS:

1. May lead or supervise clerical staff; ensure compliance with departmental guidelines, policies and procedures.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Associate's degree from an accredited college or university in business or a two (2) year technical certificate in office administration or a related field, plus three (3) years of office administrative support experience.

ADDITIONAL REQUIREMENTS:

Dependent on position may require a New Mexico Driver's license and a City Operator's Permit (COP).

PREFERRED KNOWLEDGE:

- Business letter writing and basic report preparation techniques

- Office procedures, methods and computer equipment
- Operational characteristics of applicable computer software programs
- Principles and procedures of record keeping
- Principles, procedures and applications of payroll practices
- Basic mathematical principles
- Principles of purchasing
- Principles and procedures of financial record keeping and reporting
- English usage, spelling, grammar and punctuation

PREFERRED SKILLS AND ABILITY:

- Understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities
- Perform responsible and complex administrative and clerical work
- Interpret and apply department policies and procedures
- Independently prepare correspondence and memoranda
- Work independently in the absence of supervision
- Maintain confidential records and reports
- Respond to requests and inquiries from the general public
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with those contacted in the course of work

WORKING CONDITIONS:

Environmental:

Office environment; exposure to computer screens.

Physical:

Essential and supplemental functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.