



Administrative Assistant

Department: Various

SUMMARY: Performs a variety of administrative and clerical support duties involved in the day-to-day operations of a department. Assists in the preparation and administration of the annual budget and time and attendance processing. Provides service to the public and office support as needed. Specific tasks vary depending on area of assignment. May supervise or lead, lower level personnel.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Provide a variety of support services to a department or division; compose and prepare correspondence, schedule meetings, maintain administrative files for staff; perform data entry and file maintenance.

Review, research and complete department or division requests and assignments; compose reports and statistical summaries.

Receive, collect and report on departmental fiscal data; research products and vendors for best pricing; order and maintain supply levels.

Participate in budget preparation and administration; procure goods and services; process check requests; track expenditures; assist with grant management; oversee and participate in accounts payable and accounts receivable activities.

Perform and oversee public or employee interactions; greet and assist walk-in customers; answer and direct phone calls; respond to requests and inquiries.

May develop, monitor and coordinate reports, and presentations to City Council, outside agencies, boards, commissions, contractors and service providers.

May assist with time and attendance processing; verify approval of timesheets and correct documentation of hours; adjust any discrepancies; input leave and time-off requests.

May assist with selecting, training and supervising assigned support staff; may manage office and work flow by assigning and monitoring work activities of office support personnel.

May work with departments, residents, or outside agencies.

May process and distribute City-wide or department mail.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS OF:

Demonstrated Knowledge:

City and Department procedures, policies and guidelines; Arizona Revised Statutes.

Principles and practices of accounting, bookkeeping and budget preparation.

Research and analysis methods and techniques.

Principles and procedures of recordkeeping, reporting and record retention.

Skill in:

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely.

Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard equipment.

Assessing, prioritizing and completing multiple tasks and demands simultaneously.

Creating various financial reports; accurate data entry.

Creative writing and business correspondence.

MINIMUM QUALIFICATIONS:

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with an Associate's degree and three (3) years paid fulltime clerical or administrative support experience; OR an equivalent combination of education and experience.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds. Some evenings, weekends and holiday work may be required.

Adopted: Sept, 1998

Revised: Feb, 2012; Nov, 2014; April 2015, Feb. 2017, Mar. 2017, May. 2017