

CITY OF LATHROP

SENIOR ADMINISTRATIVE ASSISTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

To perform a variety of supervisory responsibilities overseeing clerical support staff of the department; perform confidential and complex administrative duties where knowledge of the organization, personnel policies and procedures are essential.

DISTINGUISHING CHARACTERISTICS:

The **Senior Administrative Assistant** is responsible for the supervision of lower level clerical staff. Incumbents perform a full range of office and administrative support duties, including maintenance of a calendar and scheduling appointments, preparation of reports, and assisting in the issuance and collection of permits and fees. This classification is distinguished from the next higher classification of Legal Assistant in that the latter performs a variety of clerical and office support duties involving sensitive legal and confidential documents and reports.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a department head and/or management staff. Responsibilities include supervision over lower level administrative positions

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs a wide variety of complex and responsible, administrative and confidential duties for the Department head or management staff. Coordinates work schedules insuring proper coverage in the department.
- Plans, organizes and carries out administrative assignments; researches, compiles and organizes a variety of information from various sources on specialized topics related to programs in assigned areas; assists in a variety of department operations; applies special knowledge in reviewing and determining completeness of applications, permits, records and files.
- Assign, oversee, and review work of clerical staff on a continual basis. Types drafts and a wide variety of finished documents from verbal and brief written instructions, compiles and maintains records and prepares reports; assists in the preparation of agenda materials, draft reports, resolutions and ordinances; inputs and retrieves information from various computer data management systems such as financial and/or budget systems; maintains a variety of files and records.
- Provide training related to general clerical duties and procedures, as well as departmental work assignments.
- Prepare and conduct employee performance evaluations making appropriate recommendations.

- Recommend organizational or procedural changes affecting administrative activities.
- Receives and processes fees, enrollment charges, fines or other money; performs accounts payable and receivable for assigned department; assistant with the development administration and monitoring of a departments' budget.
- Maintains calendars of department activities, meetings and various events; schedules meetings; serves as an assistant to various committees, commissions, and task forces; attends meetings as required.
- Participate and assist in the administration of a department; prepare comprehensive reports, compile annual budget requests and recommend expenditure requests for designated accounts.
- Collect employees timesheets and requests for leave; check for accuracy; turn timesheets into department management and distribute new timesheets. Initiate and maintain files and personnel records.
- Tracks and monitors outside contracts; applies and monitors compliance for various grants for assigned programs.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Senior Administrative Assistant. A typical way of obtaining the required qualifications is to possess the equivalent of:

Four years of experience equivalent to that of an Administrative Assistant I/II with the City of Lathrop. Equivalent to an Associates of Arts degree in business administration, public administration, accounting or a related field. A bachelor's degree is highly desirable and may be substituted for one year of the required experience.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license may be required for some positions.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities are listed below)*

Knowledge of:

Standard office and administrative policies and procedures; City codes and ordinances; depending on assignment, knowledge of accounting, clerical, construction and computer terminology may be required; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities; prepare work schedules based on set parameters' plan, organize and schedule work priorities for others, supervise and train administrative support staff; prepare and conduct employee performance evaluations; make recommendations to Department Director related to personnel issues; communicate clearly and concisely, orally and in writing; establish and maintain effective working relationships with those contacted during the course of work; interpret and apply administrative and departmental policies, laws, and rules; work independently in the absence of supervision and work under pressure to meet deadlines; analyze situations carefully and adopt effective courses of action; coordinate and maintain effective office procedures and efficient workflows to meet established guidelines while projecting a positive, professional image of the department; compile and maintain complex and extensive records and prepare reports; maintain confidential data and information; read, understand, and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of the work; read, understand and explain plans, maps, aerial photos, drawings, reports, applications, construction documents, and specifications; maintain accurate office files; compose correspondence or documents; meet critical deadlines; deal successfully with the public, in person and over the telephone; courteously respond to community issues, concerns and needs; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications.