

*****PAY INCREASE OPPORTUNITY OUTLINE BELOW*****

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for complex office management and administrative work including departmental budget preparation and administration, personnel administration, training and supervision, fiscal and operational records maintenance, and departmental management details; and performs other related assigned duties.

ESSENTIAL TASKS:

- Supervises activities and office personnel, providing administrative support for director's office
- Manages department's payroll/personnel, purchasing, and accounts payable/receivable functions ensuring timely and accurate data entry into payroll/personnel systems
- Manages and coordinates the preparation and monitoring of the department's annual budget
- Anticipates the advanced operational and administrative support needs of the department director so that assigned functions are completed in a timely manner
- Reviews, audits, monitors, and reconciles information and prepares status updates and assists with or coordinates special projects
- Provides actions needed to ensure assigned departmental processes are completed in a timely manner and identifies and plans resources necessary to do so providing training and instruction to department management and employees
- Performs special studies, research, data collection, data entry, and report preparation for submission to local, state and federal agencies as needed
- Serves as department liaison for special projects and provides support and coordination of committees, boards and authorities as assigned
- Supervises the maintenance of large, centralized records systems and monitors various departmental services, including developing and documenting methods/procedures and coordinating corrective actions to address deficiencies

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience:

Meet one of the following or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

- (a) Graduation from high school or possession of a General Educational Development Certificate (GED); and five (5) years of administrative experience; or,
- (b) 60 credit hours from an accredited college or university or an associate degree with coursework relevant to the essential tasks of the position; and three (3) years of relevant experience

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Employee will be eligible for a 1-step pay increase upon completion of:

- 1) 120 hours from an accredited college or university or bachelor's degree; and,
- 2) Two (2) training credit hours from classes not previously completed from the Employee Development Training Course Catalog or HR sponsored development training; and,
- 3) One (1) year of experience working as a Senior Administrative Services Officer II

Knowledge, Abilities and Skills: Considerable knowledge of research methods and techniques, and methods of report analysis/presentation; considerable knowledge of business organization and management; if applicable, considerable knowledge of electronic data processing; good knowledge of accounting principles,



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personnel management, and budget preparation; and good knowledge of the rules, regulations, and operating procedures of the department to which assigned. Ability to collect, organize, and present complex technical data; ability to analyze and interpret pertinent data, laws, ordinances, and regulations; ability to write comprehensive reports; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, and telephone; frequent lifting, carrying, pushing, and pulling up to 20 pounds; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, crawling, handling, feeling, kneeling, climbing, twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: E-02

Group: Clerical and Administrative

Series: General Administrative



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