

CLASS TITLE: SPECIAL ADMINISTRATIVE AIDE III

PURPOSE OF THE CLASSIFICATION: Under general supervision provides staff assistance and senior administrative work for an executive and/or department/division head in performing strategic planning, administrative and legislative functions; and performs other related assigned duties.

ESSENTIAL TASKS:

- Acts as a liaison between an executive and/or department/division head, City Administration and/or the public
- Composes professional correspondence and position papers for an executive and/or department/division head
- Directly represents an executive and/or department/division head in his/her absence at a variety of meetings
- Expresses an executive/department/division heads's views to a variety of groups and individuals without prior consultation
- Serves as a liaison to a major standing committee
- Represents an executive and/or department/division head to other official groups as necessary
- Provides major support to other staff regarding critical advanced core office functions
- Conducts major research projects, both of short and long-term duration for an executive and/or department/division head
- Develops and conducts surveys, analyzes data and prepares reports for an executive and/or department/division head
- Initiates many activities on behalf of an executive and/or department/division head
- Researches policies, procedures and ordinances and presents findings
- Provides information to the public, departments and public groups as required
- Must report to work on a regular and timely basis

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

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business or public administration or closely related field, preferably with nine (9) hours of post graduate college coursework; and three (3) years of progressively responsible executive office administrative experience; or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles and practices of business and office administration; considerable knowledge of research methods and techniques and methods of report presentation; and considerable knowledge of local governmental strategic planning, administrative and legislative functions. Ability to collect, organize, analyze, solve problems, recommend solutions and present complex information; ability to analyze and interpret pertinent laws/data and develop surveys, ordinances and regulations; demonstrated ability to write comprehensive reports, speeches and articles; ability to speak in public and express oneself clearly and concisely, both verbally and in writing; ability to organize and coordinate schedules and related activities, demonstrating exceptional organizational skills; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting up to 10 pounds; occasional carrying up to 5 pounds; may be subject to walking, standing, and sitting; and vision, speech, and hearing sufficient to perform the essential tasks.

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

Page 2 (continued from Special Administrative Aide III)

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires some travel to various City locations to attend community meetings; and requires some evening work.

Class Code: 2037

EEO Code: E-02

Pay Code: EX-36

Group: Clerical and Administrative

Series: General Administrative

Effective Date: December 13, 2006