

CLASS TITLE: OFFICE ADMINISTRATOR- LEVEL I

PURPOSE OF THE CLASSIFICATION: Under general supervision performs administrative or clerical duties requiring advanced technical knowledge and administrative skills, requiring independent judgment on a frequent basis, and other related assigned duties.

ESSENTIAL TASKS:

- Writes and edits memos, letters, and general correspondence to departmental personnel
- Utilized advanced computer software packages to create and maintain database information
- Assists with and/or coordinates the department budget preparation and documentation
- May assist employees with questions utilizing the City Personnel Policies and Procedures
- Assists employees and the public with the location and functions of all City departments and divisions
- Assists with the development and administration of office procedures
- Assists with projects and/or research
- Maintains, schedules, and arranges meetings and conferences
- Attends committee, board, or authority meetings and records, transcribes, and distributes minutes
- Performs lead responsibilities
- Provides backup support
- 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 high school or possession of a General Educational Development Certificate (GED) and four (4) years of increasingly responsible office or administrative experience including one (1) year as an Office Assistant Level III or one (1) year handling confidential and/or complex information; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Employee will be eligible for a one step increase upon completion of fifteen (15) accredited college hours and one (1) year employment in the position.

Knowledge, Abilities and Skills: Considerable knowledge of and skill in applying the rules of grammar, spelling, punctuation, and principles of accounting and mathematics; considerable knowledge of word processing, database, and/or spreadsheet software packages; considerable knowledge of office practices and procedures; and good knowledge of City and Department Policies and Procedures in some positions. Ability to work independently; ability to work under pressure; ability and willingness to maintain confidentiality; 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. Applicant must possess skill in operating a personal computer, typewriter, and/or word processor and other office equipment; and skill in organizing, compiling and recording information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use office equipment; subject to sitting, standing, bending, reaching, and walking; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily an office setting; requires the use of a telephone and office machines; and may be required to work overtime.

Class Code: 5508

EEO Code: N-06

Pay Code: OT-17

Group: Clerical and Administrative

Series: Clerical and Secretarial

Page 2 (continued from Office Administrator – Level I)

Effective Date: August 24, 2015