

CLASS TITLE: OFFICE ADMINISTRATOR- LEVEL II

PURPOSE OF THE CLASSIFICATION: Under general supervision performs administrative or clerical duties requiring specialized skills and in-depth knowledge of job-related aspects of the organization and other related assigned duties.

ESSENTIAL TASKS:

- Utilizes advanced computer software packages to develop correspondence, produce reports, and maintain records
- Coordinates projects
- Recommends solutions to office management problems
- Leads projects and/or research
- Performs lead responsibilities including training and scheduling
- Coordinates the preparation of the annual departmental budget
- Pays and tracks departmental bills by processing payment requests
- Schedules and arranges meetings and conferences
- Attends committee, board, or authority meetings and records, transcribes, and distributes minutes
- Researches accounts
- Assists employees and the public with questions utilizing the City Personnel Policies and Procedures Manual

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 five (5) years of increasingly responsible office or administrative experience including one (1) year as an Office Administrator Level I or two (2) years 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 thirty (30) 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. 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. Skill in operating a personal computer, typewriter, and/or word processor and other office equipment; 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 in an office setting; requires the use of a telephone and other office equipment; and may be required to work overtime.

Class Code: 6529

EEO Code: N-06

Pay Code: OT-18

Group: Clerical and Administrative

Series: Clerical and Secretarial

Effective Date: August 24, 2015