

CLASS TITLE: DOWNTOWN COORDINATING COUNCIL OFFICE ADMINISTRATOR

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:

- Anticipates the advanced office and administrative support needs for the Downtown Coordinating Council (DCC) Executive Director so that assigned functions are completed in a timely manner
- Assists the DCC Executive Director with payroll/personnel, purchasing, and accounts payable/receivable functions
- Reviews, monitors, researches, prepares status updates, assists with and/or coordinates DCC projects
- Writes and edits memos, letters, and general correspondence
- Schedules, coordinates, and prepares agendas for meetings, appointments, and events
- Attends meetings and records, transcribes, and distributes minutes
- Implements proper retention procedures as to files, logs, records, website and databases
- Assists employees and the public with informational needs related to DCC and City business
- Provides backup support for other DCC personnel
- 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 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 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. 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 indoors in an office setting; requires the use of a telephone and office machines; and may be required to work overtime.

Class Code: 5513

EEO Code: N-06

Pay Code: OT-17

Group: Clerical and Administrative

Series: Clerical and Secretarial

Effective date: June 6, 2018