

SENIOR ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is technical administrative and supervisory work of a complex nature performed under the general direction of an executive head of an agency. Duties are similar to those of an Administrative Assistant, but are characterized by more extensive and complex administrative functions and greater independent responsibility. Supervision may be exercised over a number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Implements policy by issuing appropriate instructions or furnishing information to employees, the public, etc.;

Receives, analyzes and replies to correspondence;

Plans and implements office procedures and routine;

Maintains budget accounts and materials and develops preliminary budgets;

Prepares specifications for purchases;

Issues purchase orders or may act as purchasing agent;

Prepares or supervises the preparation of financial and other reports;

Develops and implements in-service training programs;

Performs a wide variety of administrative functions;

Interviews potential employees and makes recommendations to department head;

Recommends and discusses new office procedures and methods;

Represents superior at meetings and conferences when so directed;

Develops and implements an effective records maintenance and storage program;

May perform various public relations functions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern business administrative practices, procedures and equipment; good knowledge of supervisory and training techniques; good knowledge of personnel, budgetary and purchasing practices in a public agency; good knowledge of municipal accounting; working knowledge of statistical terms and procedures; ability to plan and supervise the work of others; ability to work independently within the scope of general direction; ability to present data and reports clearly and concisely in either oral or written form; ability to establish successful relations and communications with others.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's degree and five (5) years of general administrative experience.

NOTE:

1. An undergraduate program in college with a major in Business, Public or Education Administration, or related field, may be substituted for one (1) year of required experience.
2. A Master's degree in one the above fields may be substituted for one (1) year of required experience.
3. Additional years of required experience or special education beyond high school may be substituted for college on a year-for-year basis.

R.C.P.D. (10.05.1982) 11.15.2015 - Job specification may be subject to further revision
Competitive