

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ADMINISTRATIVE AIDE

PERSONNEL COMMISSION APPROVAL: AUGUST 21, 2019 (Revised)

COUNCIL APPROVAL: APRIL 2003

JOB CODE: 0428

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEA

FLSA STATUS: NON-EXEMPT

EEOC CODE: ADMINISTRATIVE SUPPORT

JOB SUMMARY

Under general supervision, performs a variety of advanced-level administrative work in support of various operations and activities within an assigned department.

SUPERVISION RECEIVED

Reports to: Designated manager or department head

DISTINGUISHING CHARACTERISTICS

Administrative Aide is an advanced journey-level classification which performs a variety of complex administrative work requiring independent judgment and discretion.

EXAMPLES OF ESSENTIAL DUTIES

- Performs various administrative and routine analytical support duties in support of assigned City department including to conduct surveys and to prepare reports
- Selects and applies appropriate research techniques to conduct studies and surveys
- Collects, compiles, and analyzes information from various sources on a variety of topics
- Prepares descriptive, analytical, and evaluative reports and summaries in a clear and concise manner
- Participates in the preparation of reports which present and interpret data, identify alternatives, and make and justify recommendations

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- Assists in coordinating and monitoring the assigned budget; compiles annual budget requests; prepares revenue projections; recommends expenditure requests for designated accounts; monitors approved budget accounts
- Serves as liaison between assigned office and other City staff, the general public, and outside agencies
- Represents the department internally to public and private groups, organizations and other City groups
- Acts as a liaison and provide information and assistance as appropriate
- Composes correspondence and prepares responses to requests for information
- Utilizes various computer applications and software packages; enters data and maintains and generates reports from a database or network system; creates documents using word processing or spreadsheet applications
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends, and holidays as required
- Maintains regular and consistent attendance record
- Performs related duties and responsibilities as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

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Knowledge of:

- Operations, services, and activities of assigned function or program
- Principles and practices of public administration
- Methods and techniques of research and analysis
- Principles and practices of preparing reports and business correspondence
- Basic principles of budget preparation and control
- English usage, spelling, grammar, and punctuation
- Principles and practices of public speaking
- Methods and techniques of proper customer service
- Principles and procedures of financial record keeping and reporting
- Modern office procedures and methods including computer equipment and supporting word processing and spreadsheet applications

Ability to:

- Perform the full range of responsible administrative support in the area to which assigned
- Interpret and apply pertinent Federal, State and local codes, laws and regulations
- Coordinate various administrative support functions
- Conduct various research and analytical functions
- Gather, organize, compile and summarize data
- Prepare clear and concise reports
- Maintain accurate records
- Operate and use modern office equipment, including a computer and various software packages
- Maintain and follow department policies and procedures
- Communicate clearly and concisely, both orally and in writing
- Understand and carry out oral and written instructions
- Establish and maintain effective relationships with those contacted in the course of work
- Deliver quality customer service
- Work independently and as a team member

Education: Associate's degree from an accredited college or university in Business, Public Administration or other related field. Bachelor's degree from an accredited college or university in Business, Public Administration or other related field preferred.

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Experience: Two (2) years' progressively responsible experience providing administrative or management support. Experience working for a public sector agency preferred. Bachelor's degree may substitute for one (1) year of the required experience.

Licenses/Certifications: A valid California driver license with an acceptable driving record required at time of appointment and during course of employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the job class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office environment, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. Requires hearing and speaking skills to answer the telephone or converse with coworkers and the general public. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.