

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ADMINISTRATIVE ASSISTANT **DATE:** APRIL, 2000

PERSONNEL COMMISSION APPROVAL:

COUNCIL APPROVAL: APRIL, 2000

JOB CODE: 0278
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: ~~NON-ASSOCIATED~~ HBM
FLSA STATUS: NON-EXEMPT
EEOC CODE: ADMINISTRATIVE SUPPORT

DUTIES JOB SUMMARY

Under general supervision, performs a wide variety of confidential and responsible administrative support, secretarial, and officeclerical duties for assigned department director, or executive staff member or City Council; provides considerable information and assistance to the public, other employees, and executive staff; and assists in coordinating and scheduling department activitiesrelieves assigned executive staff member of administrative detail.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Department Director or as assigned by Department Director
Supervises: May supervise other administrative support, clerical and/or part time staff

DISTINGUISHING CHARACTERISTICS

Positions in the secretarial series (The Administrative Assistant is an advanced journey level classification in the clerical and administrative support series. It differs from the and Administrative Secretary in that the Administrative Secretary has a more restricted administrative role, generally supporting a division rather than the entire department/department head.) The Administrative Assistant differs from the Administrative Aide in that the latter performs analytical support of greater complexity, including survey, research, complex analysis, and report writing,are distinguished from other office support classes (Office Specialist and Office Assistant I/II) in that they perform a wide variety of clerical, secretarial, and administrative support functions for one or more high level managers or administrators. The primary focus of the Administrative Assistant and Administrative Secretary positions is to provide administrative support services to people rather than to program operations. An essential part of the assignments is to provide secretarial support to high level departmental boards and commissions, to take and transcribe dictation via shorthand, dictation transcription machines, or other suitable method, and to type. Varied and responsible public and interpersonal contacts are typical of positions in this series. Positions in the secretarial class series may have some

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supervisory responsibility; however, the degree of responsibility and accountability for the work of subordinates is generally less and the size of the work unit supervised is generally smaller than for full supervisory classes. Generally, the difference between the Administrative Assistant and the Administrative Secretary is that the former has a stronger, more comprehensive, administrative role in the department and reports to the department director or other executive staff member.

DEFINITION OF LEVEL

The scope of responsibility for this class is dependent on work delegated by the department director or other executive staff member. There can be no more than one position allocated to this class for each department. However, not all departments require an Administrative Assistant position. In departments where significant individual support of the executive staff member is minimal or is allocated among several support positions, no Administrative Assistant is warranted. In these cases, secretarial and clerical duties are allocated to positions in the Administrative Secretary class or the Office Assistant class series, while some of the more complex administrative support responsibilities are allocated to professional, technical, or para-professional classes. Administrative Assistant positions provide administrative support to the department director or executive staff member including scheduling appointments, screening the director's calls, responding to the director's correspondence, tracking department work assignments, maintaining files and records requiring a high degree of confidentiality, and performing diverse duties involving a wide variety of responsible contacts with the public, employees, and executives. Positions are typically expected to perform the support work for the City's commissions and boards. Positions are typically expected to supervise subordinate support staff and may delegate some of the administrative detail duties to subordinates. Positions are expected to use considerable judgment in providing factual information in response to numerous inquiries and in preparing summaries of data pertinent to the department director or executive staff member.

EXAMPLES OF ESSENTIAL DUTIES

- Provides administrative and secretarial support to ~~Serve as secretary to a~~ department director, ~~or executive staff member, or City Council by assisting with~~ duties of a routine or complex nature; acts as a liaison to other departments, coordinating resolutions to projects/situations when appropriate
- Schedules and/or coordinates meetings, seminars, conferences, and training sessions for department staff and maintains calendars
- May train, coordinate, supervise, and/or review the work of regular and temporary office support employees and explains departmental policies and procedures
- Attends board, commission, community group, staff and other meetings; takes notes and transcribes minutes; assembles and prepares agenda packets; sets up meeting rooms, and disseminates information to relevant parties
- ~~;~~ Receives, screens, and routes ~~responds to~~ visitors, ~~and~~ telephone calls, and

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- written correspondence; provides information which regularly requires judgment and interpretation of policies and procedures related to the department
- pPerforms diverse duties requiring a wide variety of contacts with high level government officials and the public, resolving problems and complaints and taking appropriate action; following general guidelines, exercises considerable judgment in providing information in response to a wide variety of inquiries
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics; assists with drafting of reports, manuals, articles, announcements, and other informational materials
- Composes, types, edits, and proofreads a variety of complex documents including forms, memos, spreadsheets, administrative, statistical, and staff reports, and correspondence on routine and complex matters requiring tact and discretion, using a variety of software applications; researches and gathers data; compiles statistical and other reports; makes recommendations and prepares reports for management review;
- Establishes and maintains confidential, administrative, and complex files, databases, and records for the department including departmental personnel and other confidential files; oversees department records retention and destruction schedule
- Prepares and processes reports, forms, and records such as payroll, requests for payments, purchase orders, invoices, requests for proposals, bid packages, contracts and agreements, drafts of hearing notices, draft resolutions, notices of determination, and mailing lists for public hearing items ; prepares meeting agendas and a variety of reports for executive review;
- Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives vendor invoices; prepares requests for payment for approval screens and assembles incoming correspondence in order of priority and refers to appropriate staff members for reply; using typewriters and word processing equipment, types correspondence, reports, and other materials of a technical or confidential nature from rough drafts, general notes, and dictation; takes and transcribes dictation from stenographic notes, handwritten notes, and tape recorded copy; takes minutes of meetings; enters and retrieves information from microprocessor computers; schedules meetings and appointments; makes travel and meeting arrangements;
- may assists in the preparation of the department's budget by gathering information, preparing justifications, and researching the prior year's spending; monitors accounts and performs account analysis preparation and monitoring expenditures; may
- maintain payroll records and process personnel transactions; may perform a

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~~full range of supervisory duties including planning, organizing, scheduling, and reviewing work, assisting in hiring and disciplinary action decisions, writing and conducting performance evaluations, training, and resolving conflicts;~~

- ~~• Operates a variety of standard office equipment, including job-related computer hardware and software applications, copiers, date/time stamps, and multi-line telephones~~
- ~~• Recommends, develops, implements, and interprets departmental policies, procedures, and systems to ensure efficient office and departmental operations~~
- ~~• Coordinates and integrates department services and activities with other City departments and outside agencies~~
- ~~• Reports to work as scheduled; may work a variety of schedules including evenings, weekends, and holidays as required~~
- ~~• Maintains a regular and consistent attendance record~~
- ~~• Travels to offsite locations within and outside the City~~
- ~~• Performs other related duties as assigned 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:~~

Knowledge of:

- ~~- Modern office procedures, methods, and equipment including computers and standard professional office software supporting word processing and spreadsheet applications;~~
- ~~- Principles and practices of data collection, fiscal, statistical, and administrative research and report preparation;~~
- ~~- English usage, spelling, grammar, and punctuation;~~
- ~~- Principles and procedures of filing and record keeping;~~
- ~~- Methods and techniques of public relations and customer service;~~
- ~~- Principles of lead supervision and training;~~
- ~~- Methods and techniques of scheduling work assignments~~
- ~~- Basic mathematical principles; and basic statistical techniques~~
- ~~- Operations, services, and activities of a municipality and assigned department;~~
- ~~- Techniques of business letter writing and report preparation;~~
- ~~- Principles and practices of budget preparation and administration.~~

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~~—Accounts payable and account receivable~~

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Ability to:

- ~~Perform a wide variety of responsible and difficult administrative support and secretarial duties involving the use of independent judgment and personal initiative to meet critical deadlines;~~
- ~~Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner~~
- ~~Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities;~~
- ~~Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the department;~~
- ~~Interpret and apply administrative and departmental policies and procedures; and pertinent federal, state, and local laws, codes, and regulations;~~
- ~~Independently prepare and maintain accurate and clear written documents such as reports, records, forms, correspondences and memoranda;~~
- ~~Provide lead supervision and training to assigned clerical staff; take and transcribe dictation, if required by the position, at a speed necessary for successful job performance;~~
- ~~Type/keyboard at a speed necessary for successful job performance;~~
- ~~Implement and maintain standard filing systems;~~
- ~~Research, compile, analyze, interpret, and prepare a variety of reports;~~
- ~~Work independently in the absence of supervision;~~
- ~~Maintain confidential records and reports;~~
- ~~Operate and use modern office equipment including a computer and various software packages;~~
- ~~Communicate clearly and concisely, both orally and in writing;~~
- ~~Establish and maintain effective working relationships with those contacted in the course of work~~
- ~~Learn web publishing programs and applications.~~

Education: ~~High school diploma or equivalent certificate. Equivalent to the completion of the twelfth grade.~~ Supplemental business college course work or specialized training ~~in business administration, computer science, or a related field~~ is desirable.

Experience: Four (4) years of progressively responsible secretarial or administrative support experience. ~~Some~~ Lead and/or supervisory experience is desirable. Experience in a public agency supporting a governing body or commission is preferred.

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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.

CONFIDENTIAL DESIGNATION ~~— All positions are designated confidential.~~

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS ~~— See Physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

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 at and behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; lifting, reaching, carrying 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. Must be able to actively listen to receive instruction, and verbally communicate information in order to engage with customer base, staff, and others, in person and via telephone. 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.

Rev October 2021/pa