

CITY OF RIO VISTA

ADMINISTRATIVE ASSISTANT I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs a variety of complex responsible secretarial and administrative duties for the director of a department or a major division; provides information regarding department policies, procedures and functions; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Administrative Assistant I

The Administrative Assistant I is an advanced journey class which provides a variety of complex, responsible secretarial and administrative support to the director of a department or major. Incumbents relieve the director or manager of performing administrative detail work and are expected to function with very little direct oversight and with a great deal of sensitivity. This classification is distinguished from the Administrative Assistant II classification by the level of complexity of the work performed and a lesser independence of operation.

Administrative Assistant II

Administrative Assistant II is the experienced-level class in this series, capable of performing a wide variety of work to ensure that office operations run smoothly and that the public and staff receive quality customer service. Responsibilities include performing work independently in day-to-day situations. The work may have technical aspects, requiring the interpretation and application of departmental policies, procedures, regulations and automated business/administrative/records management applications and may involve extensive public contact. This class may have lead responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Administrative Assistant I

Receives general supervision from a department head or manager.

Administrative Assistant II

Receives general supervision from administrative and/or management staff. May exercise lead direction over office support staff and assigned Administrative Assistant I.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Provides responsible, and complex administrative and secretarial support; types and proofreads a wide variety of complex and confidential reports, letters and memoranda; independently prepares

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correspondence; types from rough draft or verbal instructions and composes correspondence not requiring the attention of the Director or other manager.

- Screens office and telephone callers; responds to complaints and requests for information on department regulations, procedures, systems and precedents relating to assigned responsibilities; receives and routes incoming mail.
- Maintains calendar of activities, meetings and various events for the department director or division manager; arranges meetings and makes appointments; assists with task prioritization; follows up on assigned projects to meet deadlines; provides staff support to committees or commissions such as preparing agendas, materials and minutes; makes travel arrangements and prepares related expense reports.
- Maintains a wide variety of records, files and logs related to departmental operations and activities; conducts periodic retention and purging of files in compliance with applicable guidelines.
- Recommends training and provides direction to assigned clerical staff if necessary; prepares reports, correspondence and memoranda.
- Assists in budget preparation, analysis, evaluation and control; monitors department expenditures and purchasing activities; prepares purchase orders; receives and records invoices and fees; recommends fund transfers as needed.
- May assist in the issuance of building permits and the calculation and collection of permit fees.
- Participates in special projects as assigned.
- Establishes quality working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Other duties as assigned.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. The need to lift, drag and push files, computer reports or other materials weighing up to 10 pounds is also required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Administrative Assistant**. A typical way to obtain the required qualifications would be:

Administrative Assistant I

Two years of applicable administrative experience preferred and a high school diploma or equivalent.

Administrative Assistant II

Three years of applicable experience as an Administrative Assistant I preferred, or like experience and a high school diploma or equivalent.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California Driver's license may be required for some positions.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Assigned department functions, programs, policies and procedures; basic functions and organization of municipal government; modern office procedures, methods and equipment including computers; business letter writing and basic report preparation; principles and procedures of record keeping; English usage, spelling, grammar and punctuation; pertinent federal, state and local laws, codes and ordinances.

Ability to:

Perform responsible and difficult confidential secretarial work involving the use of independent judgment and personal initiative; understand the organization and operation of the assigned department, other City departments and outside agencies as necessary to assume assigned responsibilities; interpret and apply departmental rules and policies; prioritize work; independently prepare correspondence and memoranda; analyze situations accurately and adopt an effective course of action; meet deadlines; respond to requests and inquiries from the general public; work independently in the absence of supervision; operate and use modern office equipment including a computer; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; operate two-way radio and other communications equipment; type accurately from clear copy at a rate of 40 words per minute. Must have advanced level typing/keyboarding abilities and advanced skills in MS Word, Excel, and PowerPoint.