



CITY OF HALF MOON BAY

Job Specification

Class Title: Administrative Assistant

Status: Non-Exempt

Department: All

Reports To: All

Employee Group: International Union of Operating Engineers Local No. 39

Adopted by City Council/Resolution Number: July 18, 2000

Modified: December 5, 2017

DEFINITION

Under direction of management, performs a variety of administrative, secretarial, and office support duties of considerable complexity. These duties require thorough knowledge of the department's procedures and operational details. Provides administrative support to management and departmental staff. Composes and prepares correspondence using considerable judgement in content and style; performs other related duties as required.

SUPERVISION RECEIVED/EXERCISED

Receives direction from management staff. This class performs confidential secretarial and administrative duties in support of various City departments. May exercise direct or technical and functional supervision over lower level office support staff.

IMPORTANT AND ESSENTIAL DUTIES (ILLUSTRATIVE ONLY)

- Provides administrative support to the department in the daily management of operations.
- Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
- Maintains calendar of activities, and meetings for City management; arranges meetings and makes appointments; assists with task prioritization; provides staff support to committees or commissions such as preparing agendas, materials and minutes; makes travel arrangements and prepares related expense reports; may be assigned to attend meetings to serve as the recording secretary.
- Screens office and telephone callers; receives and routes incoming mail. Refers inquiries as appropriate.
- Maintains positive working relationships with the staff and public.
- Researches, compiles and analyzes data for special projects and various reports.
- Calculates and collects fees based on established schedules.
- Assists in monitoring department expenditures and purchasing activities; receives and records invoices and fees.

- Assists in the administration of the standard operating policies and procedures of the department.
- Assists in reviewing and editing a variety of reports prepared by staff or outside consultants.
- May track a variety of zoning related permits, and perform research regarding planning and zoning activities.
- May process special event permit requests for compliance with requirements.
- May provide general information regarding permitting requirements and procedures.
- May assist with the maintenance of the official records and documents of the City Council and the City's Boards and Commissions in good order, including but not limited to resolutions, ordinances, contracts, deeds, and minutes.
- May assist with coordinating the response to public records requests pursuant to state law, processing payments, and scheduling and organizing training and recruitments.
- May provide support to the City Clerk in preparation of agendas.
- May prepare and advertise meeting agendas, bids, and other advertisements, legal notices of public hearings, and special meetings.

KNOWLEDGE, SKILLS AND ABILITIES *(The following are representative samples of the Knowledge, Skills and Abilities necessary to perform essential duties of the position)*

Knowledge of:

- Operations, services, programs, policies, procedures and processes of the department to which the position is assigned.
- Principles and practices of data collection and report preparation.
- Record keeping, report preparation and filing systems and methods.
- Pertinent federal, state and local laws, codes and ordinances.
- City purchasing policies and procedures.

Skill to:

- Operate an office computer and a variety of word processing and software applications.
- Type accurately from at a rate of 50 words per minute.
- Operate modern office equipment including computers.

Ability to:

- Perform responsible and difficult confidential administrative work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of City departments and outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply City rules and policies.
- Prioritize work.
- Independently prepare correspondence and memoranda.
- Analyze situations accurately and adopt an effective course of action.
- Meet deadlines.
- Take and transcribe dictation at a speed necessary for successful job performance.
- Respond to requests and inquiries from the general public.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A high school diploma or equivalent; and

Experience:

Three years of progressively responsible experience and a proven track record of performing administrative, secretarial or related work.

PHYSICAL DEMANDS

The ability to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

WORKING CONDITIONS

This 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, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds also is required.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possess a valid California class " C" Driver' s License.