

City of Bellingham

Classification Specification

CLASS TITLE	Administrative Assistant
DEPARTMENT	Interdepartmental
UNION:	E-PLAN
SG:	E-7
CS:	N
FLSA:	Y
EE04CODE:	AS

NATURE OF WORK:

Responsible for performing office management duties and providing direct administrative support and assistance to a department director or assistant director. The Administrative Assistant manages the executive's office, coordinates access to and the schedule of the executive, and performs other activities on behalf of the director or assistant director.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant is the highest classification in the three-level Office support series. The Administrative Assistant classification is distinguished from the Office Technician classification by its full office management responsibilities, the responsibility for coordinating access to a department director or assistant director, and by duties performed directly on behalf of the executive. May include duties not usually assigned to the office support function. The Administrative Assistant is distinguished from the Executive Assistant classification by the latter's reporting relationship to the Mayor or the City Council, providing the highest level of professionalism, confidentiality, and discretion in a publicly sensitive environment. The Executive Assistant is responsible for greater interaction with the media and local, State and federal agencies and officials.

SUPERVISORY RELATIONSHIPS:

Reports to a department director or assistant director. Supervises support staff, including selection, training, evaluation and handling performance improvement issues. Works independently under the guidance of applicable federal, State, City and departmental laws, rules and regulations.

ESSENTIAL FUNCTIONS:

1. Coordinates the department director or assistant director's schedule. Screens and arranges appointments with or for the executive. Communicates information on behalf of the executive, whether by phone, electronic mail, correspondence or in person.
2. Performs executive secretarial duties such as development and preparation of notes, correspondence, reminders and directives. Handles confidential and sensitive materials and screens for significance and immediacy of response.

3. Organizes and supervises support staff and processes of the executive's office, including selection, training, evaluation and performance improvement. Coordinates office and departmental work with other departments and governmental agencies. Coordinates department training. Develops and ensures maintenance of confidential information and records management systems.
4. Responsible for department's records system. Develops and maintains the office filing system. sends and retrieves archival materials. Maintains accurate records of contracts and other important documents, routing for signatures as required.
5. Develops familiarity with City policies and procedures, especially personnel policies and those related to department work. Provides information, recommends changes, interprets and implements administrative aspects of policies.
6. Prepares budget document and monitors and records budget expenditures which includes: gathering and compiling budget information; estimating the needs and costs for supplies and equipment; processing invoices, purchase orders, claims and reimbursements for payment; researching information needed for purchase requisitions; determining areas of potential over or under expenditures; reconciling vendor accounts and initiating adjusting journal entries.
7. Compiles program and project information and prepares narrative and statistical reports that includes determining the best way to obtain and organize information. Prepares and organizes grant requests and monitors financial compliance.
8. Performs the duties of the classes below (Office Technician and Office Assistant).

ADDITIONAL WORK PERFORMED:

1. Performs other related duties within the scope of the classification.

KNOWLEDGE AND SKILLS:

- Thorough knowledge of the principles and procedures of office management including the distribution of work, performance evaluation of clerical staff and setting up complex record-keeping systems.
- Strong written communication skills including knowledge of business English, composition and formatting of various documents, reports, meeting minutes and correspondence. Ability to compose correspondence and to proofread and edit the work of others. Ability to prepare meeting minutes or summaries.
- Skill in using software used by the department including word processing, spreadsheets, database management and presentation programs.
- Skill in using standard office equipment such as calculators, typewriters, telephone systems, fax machines, copiers, transcription machines and tape recorders.
- Strong oral communication and customer service skills to work with a variety of citizens and City personnel using tact, courtesy and good judgement.
- Skill in supervising others including planning, organizing and delegating work to others, evaluating clerical staff and developing an effective work team.

- Skill in time management, problem solving and decision making.
- Knowledge of bookkeeping and accounting principles, budgetary and financial concepts sufficient to play an active role in budget preparation and department purchasing.
- Strong organizational skills including the ability to organize, prioritize and schedule work.
- Broad knowledge of the functions of municipal government, City departments and community agencies related to the work of the City.
- Willingness to maintain confidentiality of documents and sensitive communications.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with extensive time spent at a computer workstation. Works in an environment with frequent interruptions.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma or General Equivalency Diploma (GED).
- A minimum of four (4) years general office or related experience.
- College or vocational school training in office management preferred.
- A combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Some positions may require Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.

PREPARED BY: L. McGowan
S. Mahaffey

1/01

REVIEWED BY: _____
Don Keenan,
Acting Director
Human Resources