

# CITY OF HELENA



**Position Title:** Admin Assistant III  
**Position #:** 13405  
**EEO Category:** (6) Admin Support  
**EEO Function:** (01) Finance Admin

**Department:** Community Development  
**Grade:** 135  
**FLSA:** Non-exempt  
**Work Comp Code:** 8810

## **DEFINITION**

Under general direction, to supervise, plan, and perform a variety of financial, accounting, and highly responsible, confidential and complex administrative duties for the Building and Planning divisions and the Community Development Director; to plan, organize, and oversee the operations and functions of the assigned office; and to provide information, direction, and assistance to staff, other departments, outside agencies, and the general public.

## **SUPERVISION RECEIVED**

Supervised by the Community Development Director.

## **SUPERVISION EXERCISED**

None

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Interpret regulations, policies, and procedures in coordination with the Community Development Director; make decision involving independent judgment and requiring specialized knowledge of technical practices and precedents; analyze situations and make appropriate decisions without immediate supervision.

Participate in planning and policy development; conduct a variety of organizational studies, investigations, and operational studies; collect, analyze, and compile material for review and analysis; provide recommendations for changes in programs, policy, or procedures to improve efficiency and cost effectiveness of operations; coordinates consultation, information exchange, and necessary clearances and or approvals.

Participate and assist in the administration of the Community Development division; supervise, organize, and manage all office activities associated with the office; plan, recommend, and implement organizational or procedural changes affecting administrative activities; recommend improvements in work flow, procedures, and use of equipment and forms.

Assist Building and Planning staff in a variety of administrative duties; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies. Assist in the preparation of Commission packets and memos.

Assist in the preparation and monitoring of the Department budget including analysis and determination of annual budget needs and determining expenditure and revenue requests for designated accounts; enter, monitor and approve expenditures verifying fund balances and proper accounts of the approved budget; receive and account for revenue from fees; review the Department's financial condition, resolve problems, and recommend and initiate corrective action to ensure financial integrity.

Serve as a primary resource and information source regarding Department policies, procedures, objectives, and operational functions; receive and interview office visitors and telephone callers; answer questions and provide information where judgment, knowledge, and interpretations are utilized, especially in the proper handling and interpretation of technical, financial, and confidential information or files; resolve complaints; refer caller to appropriate source as necessary.

**Important & Essential Duties cont.:**

Organize the flow of administrative, financial, and budgetary communication through the Department in an efficient and effective manner with City staff, news media, the general public, businesses, and other agencies.

Collect, compile, and analyze information from various sources on a variety of specialized topics related to programs in assigned area; write reports which present and interpret data, identify alternatives, and make and justify recommendations.

Assist in a variety of department operations; coordinate, supervise, monitor, and participate in special projects, assignments and activities as assigned; maintain control files on matters in progress and expedite their completion; serve on committees as assigned.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; perform varied and responsible administrative, fiscal, and supervisory duties involved in the processing and completion of administrative operations for the assigned Department.

Coordinate activities with other departments, divisions, the public and outside agencies; maintain calendars of department activities, meetings and various events.

Maintain calendar of appointments for the Department executive and other administrative staff; coordinate travel and meeting arrangements; arrange meetings, conferences and other functions for the Department executive.

Represent the assigned Department in meetings and groups as assigned; prepare and make presentations.

Initiate and maintain a variety of files and records for information related to the Department including financial, budget, personnel, operational and administrative records; maintain and update resource materials.

Prepare, review, and process claims and permit applications; validate coding of claims; prepare for appropriate executive signature.

Monitor contract and grant activities and administer grant funds.

Operate modern office machines and equipment including personal computers, printers, copiers, calculators, and FAX machines; routinely use a full range of word processing, spreadsheet, database, and other computer software applications.

Order, receive, inventory, store, and distribute supplies, forms, and related items; prepare purchase orders; contact vendors and suppliers as needed; maintain related records.

Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge.

Act as the payroll coordinator for the Building and Planning Division.

Serve as a back-up to the Building Division Administrative Assistant II.

**OTHER JOB RELATED DUTIES:**

Perform related duties and responsibilities as assigned.

**SAFETY RELATED DUTIES:**

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Office and administrative management principles.

Principles and practices of budget development, administration, analysis, and control.

Principles and practices of fiscal, statistical, and administrative data collection and report preparation.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern office procedures, methods, and equipment including computer equipment and applicable software programs.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and practices of business letter writing.

Principles and procedures of record keeping.

Principles and practices of data collection and report preparation.

Techniques used in public relations.

Word processing methods, techniques, and programs including spreadsheet and data base operations.

Accounting principles and practices.

Mathematical principles.

Principles of supervision and training.

#### **Skill to:**

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Take and transcribe dictation at a speed necessary for successful job performance.

#### **Ability to:**

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Research, compile, analyze, interpret, and prepare a variety of fiscal, statistical and administrative reports.

Prepare and administer budgets.

Research, collect, compile, and analyze information and data.

Prepare clear and concise summaries and reports.

Develop operating procedures and implement programs and policies.

Read, understand, apply, and explain technical policies and procedural requirements.

Supervise, train, and evaluate assigned staff.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

**Ability to cont.:**

Work under limited supervision within a broad framework of standard policies and procedures.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Respond to inquiries and requests for information from the public and City personnel regarding policies and procedures.

Work cooperatively with other departments, City officials and outside agencies.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Maintain confidentiality of data and information.

Independently prepare correspondence and memoranda.

Perform accurate mathematical computations.

Plan and organize work to meet schedules and deadlines.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Physical Demands/ Work Environment**

Ability to work in a standard office environment.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five years of increasingly responsible administrative assistant, office management, accounting, or related experience.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training and course work in management or business administration, office practices, or a related field.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

**YES or NO** (circle one)

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Effective Date: March 1995

Updated: November 2011