

CITY OF HELENA



Position Title: Administrative Assistant III
Position #: 13405
EEO Category: (06) Administrative Support
EEO Function: (01) Financial Administration

Department: Engineering
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 an assigned Department and Department 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 Director of Public Works and the City Engineer

SUPERVISION EXERCISED

May exercise direct supervision of temporary clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serves as the lead administrative assistant and coordinator for all Public Works Divisions.

Interpret regulations, policies, and procedures; 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 assigned Department executive's office; 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.

Relieve executive staff of a variety of administrative details; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.

Assist in the preparation and monitoring of Public Works Administration and Engineering Division budgets including analysis and determination of annual budget needs and determining expenditure and revenue requests for designated accounts; 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.

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.

Important & Essential Duties cont.:

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.

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 Public Works Director, the assistant Public Works Director and the City Engineer. Coordinate travel and meeting arrangements; arrange meetings, conferences and other functions for the above managers.

Initiate and maintain a variety of files and records for information related to the Department including financial, budget, project files, development review files, 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.

Administer construction contract and consultant contract payments.

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. Manage maintenance and supplies for Fourth Floor shared office equipment.

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.

Verify and record timecards for department staff to ensure coding, shift differential, overtime, call back, and that related items are correct and applied to proper accounts.

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 and administrative data collection and report preparation relating to contracting, budgeting and purchase orders.

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.

Ability to:

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

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.

Train and supervise temporary clerical help.

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 for budgeting, contracting and payments.

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.

Work Environment:

Ability to work in a standard office environment.

Physical Demands:

Requires the ability to stand, bend at the waist, kneel, reach over the head, talk, hear and see. Clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with other City employees and the general public both in person and over the telephone;

Sufficient vision, with or without correction, which permits the employee to produce and review a wide variety of written materials and to make and retrieve computer data and information entries;

Sufficient manual dexterity, with or without reasonable accommodations, which permits the employee to operate a computer keyboard and to make handwritten notations and to move files as needed;

Requires the ability to move or lift documents and materials weighing up to 30 pounds.

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.

License or Certificate:

None.

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: _____

Revised Date: September 2008

Effective Date: January 1999