

City of Live Oak
FLSA Status: Non-Exempt

Established: February 2001
Revised: September 2007

SENIOR ADMINISTRATIVE ASSISTANT - CONFIDENTIAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification. Class specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction, may perform technical support for city grants, complex accounting, special projects, human resources and general administrative support work for City services; and to do related work as required. The Senior Administrative Assistant position is a confidential classification pursuant to Section 3500 of the California Government Code.

CLASS CHARACTERISTICS

This is the highest level in the Administrative Assistant Classification Series, and has responsibilities for performing complex technical work with a high degree of independence. Incumbents in this class perform a variety of technical and specialized work, which may include complex accounting, human resources, grant management, preparation of Council/Committee Agendas and other technical and specialized work.

ESSENTIAL FUNCTIONS

Researches, prepares, monitors and ensures compliance with a variety of city grants from governmental agencies; works on a variety of assigned special projects requiring research, analysis and the preparation of reports.

Manage the day-to-day activities of the City's automation system including financial postings, utility billings, accounting transactions, work orders, and other City data; provides back up support for other administrative staff when necessary.

Serves as human resources support for the City; provides administrative services for City management and the City Council as directed; may attend public functions as support staff when directed; composes routine correspondence; operates personal computers and related software, such as Word, Excel and the City's financial software system; sorts, indexes and files City documents.

Staffs the public services counters as necessary; answers phones, e-mail and faxes as assigned; receives and reconciles cash and checks when assigned as City Cashier; maintains financial records and performs basic mathematical calculations; refers and reconciles complaints; performs a variety of routine technical duties related to the City's accounting process and assists in verifying accounting entries to ensure accuracy and compiles basic technical information.

MINIMUM QUALIFICATIONS

Knowledge: of the basic business principles and practices necessary to do research, administrative reports, general accounting, and technical support work; through knowledge of correct business English and arithmetic; basic research methods and record keeping systems; good knowledge of common software programs such as Word, Word Perfect, e-mail and simple graphics.

Ability to: Perform multiple tasks requiring good judgment, accuracy and discretion; research, analyze and prepare complex transactions including maintaining basic accounting systems, reports and spreadsheets using PC driven software, such as Word and Excel; use good judgment in choosing among available alternatives, in recognizing scope of authority, in seeking assistance, and in making referrals; handle confidential material and contacts with discretion; meet deadlines; learn, interpret and apply specific policies and procedures; establish and maintain effective working relationships with others; learn policies, procedures and regulations relating to area of responsibility; handle stressful situations; write and speak clearly and concisely.

Education and Experience: Possession of an Associate's Degree from an accredited college or university with course work in business, public administration, human resources or closely related field is preferred. Four years of fulltime clerical, technical or administrative work for a government agency or in a business environment, which demonstrates the possession of the knowledge and abilities listed above.

A Baccalaureate Degree from an accredited college or university may substitute for two years of the required experience.

Special Requirements: Must possess a valid California driver's license.