

CITY OF BEAVERTON

Administrative Assistant

General Summary

Provide administrative assistance to a department director. Perform and/or coordinate a wide variety of complex clerical duties for a department. May monitor and administer administrative policies, procedures and budgets. Coordinate the administrative activities of the assigned department.

Key Distinguishing Duties

Oversee the administration activities of a department. The Administrative Assistant's responsibilities may include supervising clerical staff including hiring employees; responding to grievances and overseeing the disciplinary process as needed.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Coordinate department administrative support operations.
2. Monitor work plans, services, policies and procedures.
3. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Prepare reports and recommendations.
4. Supervise staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
5. Authorize payments to contractors and consultants.
6. Handle confidential and sensitive information on a regular basis.
7. Coordinate work requests and track assignments and timelines.
8. Coordinate special projects and activities. Plan, schedule and implement a variety of administrative activities.
9. Draft, format and produce word-processed documents using specific departmental knowledge. Proofread and edit material.

10. Coordinate appointments, meetings and travel for department head and/or staff members.
11. Assist in developing department budget by compiling, projecting and analyzing data. Monitor budget and expenditures.
12. Prepare and distribute materials.
13. Responsible for maintaining department internal/external website.
14. Provide a variety of administrative support activities such as formatting and maintaining databases and spreadsheets, verifying, tracking and updating information, and producing standard and customized reports.
15. Serve as a model for accomplishing City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
16. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
17. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
18. Participate in the City Emergency Management program including classes, training sessions and emergency events.
19. Follow standards as outlined in the Employee Handbook.
20. Produce an acceptable quantity and quality of work that is completed within established timelines.
21. Support and respect diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of boards, committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Expert knowledge of English grammar, spelling and usage.
- ◆ Strong knowledge of general bookkeeping/accounting.
- ◆ Working knowledge of practices and principles of public/business decision-making.

- ◆ Working knowledge of strategic planning methods with an emphasis on services related to office management.
- ◆ Strong knowledge of public purchasing and contracting laws and regulations.
- ◆ Basic knowledge of human resources management practices.
- ◆ Advanced knowledge of basic arithmetic principles.

Skills/Abilities Required

- ◆ Advanced ability to perform alpha-numeric and electronic filing and accurate record keeping.
- ◆ Strong skill in conceptual analysis and policy/program development and implementation.
- ◆ Strong ability to successfully monitor the operations and budget of a section.
- ◆ Strong ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to effectively manage multiple programs.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word-processing, database, spreadsheet programs and other application software as required for the position.
- ◆ Expert ability to use general office equipment.

Minimum Qualifications Required for Entry

High School diploma or GED and 5 years of increasingly responsible administrative support experience in an office environment or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; occasional dealing with distraught or difficult individuals; weekly lifting, moving or carrying objects of 20-50 pounds; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

Classification History

Updated Comp Study:
As of 10/97: Administrative Assistant
Revised 1/98: Administrative Assistant
Revised: 11/04
Revised: 1/1/09

Status: M3
FLSA: Non-exempt

Human Resources Signature

Date