

CONFIDENTIAL ADMINISTRATIVE SPECIALIST

\$28,9521 - \$36,9510 Hourly

\$57,209.35 - \$73,015.23 Annually

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

DEFINITION

The Administrative Specialist position is assigned to perform a variety of highly responsible, confidential and complex secretarial and administrative duties within a department; to act as a liaison between the City and outside agencies and the general public; and to attend meetings and prepare minutes and reports. This position is considered a confidential position and is not considered a supervisor or management position.

SUPERVISION RECEIVED AND EXERCISED

The Administrative Specialist receives direction from the Department Director.

ESSENTIAL FUNCTIONS - *Responsibilities and duties may include, but are not limited to, the following:*

Duties that apply to both City Manager and Police Department positions:

- Provide responsible, complex and confidential secretarial administrative support to the Department; type and proofread a wide variety of complex and confidential reports, letters, memoranda and statistical charts; independently prepare correspondence, type from rough draft or verbal instruction; take and transcribe dictation; maintain confidential records.
- Provide administrative back-up support to other departments as needed.
- Conduct special projects as assigned by the Department Director, which are sensitive, and/or of critical importance to top City management.
- Serve as the liaison between the City and outside organizations; provide information and assistance.
- Screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities; resolve citizen inquiries and complaints.
- Maintain daily calendar for Department Director; schedule and coordinate meetings, events and appointments; coordinate meetings for Department Director with department heads, management staff, sub committees, City Council and outside agencies.
- Analyze and develop procedures related to departmental matters such as work simplification and methods of improvement.
- Maintain and update City database including lists, rolodexes, rosters and various scheduling information.
- Assist with the preparation of the annual budget; compile and input budget data; submit budget recommendations for office supplies and equipment.

CITY OF HERCULES

- Review, research and summarize a variety of fiscal, statistical and administrative information; prepare related reports and correspondence.
- Receive and prioritize mail for department; route mail to appropriate staff; respond to correspondence as appropriate.
- Initiate brief correspondence independently for signature by appropriate management staff.
- Review finished materials for completeness, accuracy, format, compliance with policies and procedures.
- Maintain, develop and implement department filing systems and records; modify systems as appropriate.
- Maintain and order office supplies; prepare purchase orders; receive invoices and check for accuracy; process payments including credit card statements for City department.
- Coordinate and compile a variety of items and information for printing and distribution to department staff.
- Maintain a calendar of meetings for the assigned department; notify participants; make travel arrangements if necessary; coordinate room arrangements and prepare required materials.
- Receive time cards and other personnel information; review information for accuracy and completeness; maintain confidentiality on personnel issues.
- Receives and maintains web comments (distributes and updates comment log).
- Attends weekly administrative department meetings.
- Attends monthly staff meetings; transcribes meeting minutes.
- Performs related duties as assigned by department head.

Duties that apply to Police Department position only:

- Enters citations in computer system.
- Processes vehicle registration (Police vehicles only).
- Maintains badges, patches, award pins.
- Maintains and distributes Police Department ID cards.
- Live Scan Coordinator; maintains billing and acts as administrator for live scan system.
- Maintains and updates uniform policy.
- Maintains Public Safety Sub-Committee agenda packets; transcribes meeting minutes.
- Maintains all Police Department contracts.
- Maintains confidential records and personnel files.
- Data management using Nixle, Aries and New World Records Management System.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office procedures, methods and equipment including a computer.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Business letter writing and report preparation.

CITY OF HERCULES

- Principles and procedures of filing and record keeping.
- Principles of supervision, training and performance evaluation.
- English usage, spelling, grammar and punctuation.
- Rules and regulations governing public meetings.
- Pertinent Federal, State and local laws, codes and ordinances.
- Basic mathematical principles.

Ability to:

- Interact with senior department leaders, mid-managers, staff members and the general public appropriately while fostering a positive and/or reliable productive rapport and outcome.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Be punctual with daily attendance
- Plan, organize and schedule office priorities.
- Work independently in the absence of supervision.
- Maintain confidential records and reports.
- Organize work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
- Interpret and apply City policies, procedures, laws and regulations relating to assigned activities.
- Independently perform the most difficult administrative support services.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently prepare correspondence and memoranda.
- Operate and use modern office equipment including a computer.
- Take and transcribe dictation at a speed necessary for successful job performance.
- Type at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity that allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Work safely and follow recommended ergonomic recommendations.

Experience and Education/Training Guidelines: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

A minimum of three years experience in an administrative support position. Public sector experience is highly desirable.

Education:

Equivalent to an Associate's degree from an accredited college or university. BA degree is highly desirable.

WORKING CONDITIONS

- Ability to sit for long periods of time, stoop, kneel, crouch, reach, grasp, write, and perform repetitive motions, such as using a computer and a telephone.
- Hearing and speaking ability sufficient to carry on a conversation with another individual (or group of individuals) in person and over the telephone.
- Visual ability sufficient to read and produce printed material and information displayed on a computer screen.
- Must be competent to write, spell and relate accurate information on incident and accident reports, as needed.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee's Signature

Date

Supervisor's Signature

Date

Updated: November 2012
Unit: Unrepresented
Position: Confidential, At-Will