

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Administrative Assistant to the Assistant City Manager</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>FE72</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Admin Support</u>

PRIMARY PURPOSE:

Provides a wide array of complex, responsible, diverse, sensitive, and confidential support services for the Assistant City Manager requiring a high degree of independent judgment and thorough knowledge of city functions, policies and procedures. Performs responsible administrative duties as well as office management functions.

SUPERVISION:

Under direct supervision of the Assistant City Manager.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Coordinates a wide variety of complex and confidential office support functions for the Assistant City Manager.
2. Handles a wide variety of work on a regular basis containing highly confidential information. Responsible for maintaining sensitive disciplinary actions, personnel grievances and union/labor relations issues.
3. Has direct contact with the City Council on confidential matters as needed.
4. Creates letters, memos, and other correspondence with minimal direction from copy, outlines, rough drafts, verbal or recorded dictation making changes in grammar, punctuation, spelling, or sentence structure as needed; drafts responses and inquiries for routine correspondence independently.
5. Screens and/or responds to telephone and in-person callers, determining those which can be handled by other personnel, and provides information to callers, and key external contacts, which requires a comprehensive knowledge of city policies, procedures, and operations.
6. Operates a personal computer to prepare correspondence, reports, forms, etc. utilizing applicable software.
7. Establishes, maintains, and, when necessary, revises files including determining appropriate organizational methods.
8. Prepares a variety of moderately complex, special and/or recurring reports with minimal or no direction.
9. Maintains calendars for appropriate staff members including arranging meetings, conferences, and appointments without clearance and making travel arrangements as necessary. Coordinates schedules and agendas for Management Team Meetings.
10. Supervises the word processing staff with responsibility for scheduling and assisting with annual evaluations.
11. Performs routine office management functions including handling administrative details requiring initiative and judgment to make decisions in the absence of established guidelines or specific direction.
12. Coordinates and provides assistance with a variety of projects that requires analysis and reporting.
13. Gathers and assembles information for publication of newsletters to City Council from the City Manager's Office. Responsible for the design and actual publication of the newsletter on a quarterly basis.
14. Coordinates and tracks citizen board member training for Council and Manager appointed boards.
15. Coordinates a variety of work related to the Police Officers' and Fire Fighters' Board of Trustees; handles confidential disability and medical information.
16. Responsible for updates and maintenance of all Administrative Memorandums issued by the City Manager's Office.
17. Assists in compiling, calculating, monitoring, and maintaining department budgets, expenditures, and other financial records including completing assigned paperwork.
18. Prepares and processes a variety of paperwork such as purchase order requests, requisitions, and invoices for payment.

IMPORTANT FUNCTIONS:

1. Represents Assistant City Manager at Committee meetings and designated meetings as deemed appropriate.
2. Handles the work of the Executive Assistant in his/her absence.
3. Coordinates the evaluation process for all Department Heads and handles their personnel files.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Modern office practices and procedures; accurate grammar, spelling, punctuation, sentence structure, and standard English usage; business correspondence formats; record keeping and filing system methods; advanced uses of word processing, graphics, spreadsheet, database and other applicable computer software applications; basic math skills for budget and other financial calculations.

Abilities

Effectively and efficiently coordinate office activity including adapting to a fast paced, multi-task environment; utilize word processing, spreadsheet, and data base applications; create a variety of correspondence independently or with minimal direction including performing both keyboarding and dictation as needed; maintain a high level of confidentiality; operate modern office equipment; independently plan, prioritize, and organize work in an efficient manner; conduct original research and make sound administrative analyses relating to policy and management problems; learn city ordinances, policies, and operations; follow oral and written instructions; accurately compile and maintain records, reports, etc.; communicate effectively both verbally and in writing; handle sensitive and delicate public relations situations with a high degree of confidence and cordiality; deal effectively and courteously with a diverse group of associates, community leaders, and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, Office Administration, or a related field plus one year of experience. Directly related experience may be substituted for the formal education requirement on a year-for-year basis.

Physical Requirements

Performs bending, sorting, and reaching to both ground level and overhead as required for such tasks as filing; lifts and carries up to 10 pounds; pushes and pulls up to 25 pounds; holds and grips objects; operate a computer keyboard; must be able to hear audio tapes utilized for transcription purposes or record verbal dictation; may be subject to sitting for long periods of time.

Working Environment

Indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

Certified Professional Secretary (CPS) is desirable.

Miscellaneous Requirements

Must be able to complete a background investigation, if applicable.

Last Revision:

January 31, 2012

GENERAL ORDINANCE NO. 5564

Comments:

Updated Abilities

Date: June 26, 2006

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____

Date: _____