

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Administrative Assistant to the Director</u>
Sch & Grade	<u>PAT-8</u>
Class Code	<u>EC16</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Admin Support</u>

PRIMARY PURPOSE:

Performs responsible fiscal, administrative, operational and planning functions for assigned department.

SUPERVISION:

Under the general supervision of the Director of the assigned department.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Performs responsible administrative and research work in the preparation of special and recurring studies and reports.
2. Coordinates special projects, often involving department-wide participation, exercising considerable latitude in the design, development and implementation of the project.
3. May act as a liaison between the assigned department and a number of outside agencies, citizens' board members, etc., regarding departmental issues, programs and special events.
4. Prepares and monitors the annual departmental budget; prepares daily, monthly or other activity reports on service delivery or other issues, as required by departmental assignment.
5. Develops database applications, performs detailed spreadsheet analyses, and performs various account analyses and reconciliations as required by departmental assignment.
6. Assists the Director with grievances, formal complaints or other personnel matters; acts as a personnel liaison between assigned department and the Department of Human Resources.
7. Reads and interprets a variety of information, including applicable laws, codes, and ordinances relating to departmental issues.
8. Researches and organizes information on a variety of department issues; prepares detailed reports of findings, as required.
9. Makes recommendations to management regarding projections, trends, potential problems, or solutions to problems identified, based on various departmental data.
10. Utilizes computer software applications such as word processing, spreadsheet, and database.
11. Assigns, directs, and reviews the work of assigned clerical personnel as necessary.

IMPORTANT FUNCTIONS:

1. Performs office administration tasks such as copying, filing records, etc.
2. Prepares and/or presents public education presentations to schools, civic groups, etc. as requested.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Principles and practices of municipal government including operations and structure; intergovernmental relations; research methods and techniques; computer software applications such as word processing, spreadsheet and database; accounting procedures; financial analysis.

Abilities

Plan develop and implement a variety of types of projects; analyze complex financial and/or accounting data; make routine and complex mathematical calculations and prepare comprehensive reports of departmental activities, inventory, etc.; prepare and maintain accurate records and reports; work independently and make decisions utilizing sound independent judgment; follow oral and written instructions; communicate effectively both verbally and in writing; effectively welcome and embrace differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy; deal effectively and courteously with associates, other City departments, other governmental agencies and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor’s Degree in Business or Public Administration or a closely related field, supplemented by at least two years of responsible experience in policy development, accounting and financial analysis.

Physical Requirements

Performs reaching to both ground level and overhead; pushes and pulls up to 25 pounds; must be able to operate a computer keyboard and mouse.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator’s License and automobile liability insurance coverage if driving during the course of performing job duties.

Miscellaneous Requirements

None required.

Last Revision:	January 31, 2012	GENERAL ORDINANCE NO.	2697
Comments:	Updated Abilities	Date:	August 1, 1977

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: _____