

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Office Administrator</u>
Sch & Grade	<u>PAT-5</u>
Class Code	<u>FE68</u>
FLSA Status	<u>Non-Exempt (2)</u>
Bargain Unit Elig.	<u>Depending on assignment</u>
Occupational Group	<u>Administrative Support</u>

**PRIMARY PURPOSE:**

Performs responsible administrative office duties for a department as well as routine office management functions.

**SUPERVISION:**

Under direct supervision.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Oversees and participates in the completion of a variety of responsible office functions.
2. Makes responsible decisions, often without specific direction, requiring incumbent to apply, interpret, and/or adapt guidelines.
3. Operates a personal computer in order to maintain databases, prepare correspondence, etc. utilizing word processing, spreadsheet, and database applications as necessary; some assignments require incumbent to transcribe recorded dictation and/or minutes of organizational meetings.
4. Handles a wide variety of information on a regular basis containing highly confidential information.
5. Performs responsible duties involving budget and other financial information including purchasing information, expenditures, etc. as required.
6. Compiles information and prepares moderately complex, special, and/or recurring reports with minimal or no direction.
7. Establishes, maintains, and, when necessary, revises files including determining appropriate organizational methods.
8. 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.
9. Reads, learns and interprets a variety of information such as city and department policies, ordinances, operational procedures, etc.
10. Operates a variety of office administration equipment such as copy machines, fax machines, calculators, etc.

**IMPORTANT FUNCTIONS:**

1. Assigns, directs, and reviews the work of assigned clerical personnel as necessary.
2. Processes routine paperwork as required.
3. Arranges meetings for appropriate staff members as required.
4. Orders and maintains supplies for assigned department, division, or section.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

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

**Knowledge**

Knowledge of modern office practices and standard English usage; record keeping and filing system methods; analytical and math skills for budget, purchasing, and required financial calculations; computer software applications.

**Abilities**

Effectively and efficiently coordinate office activity; type at a rate of approximately 50 words per minute; operate modern office equipment; maintain a high level of confidentiality; follow oral and written instructions; read, understand, and interpret a variety of information; operate a computer utilizing appropriate software applications; independently plan, prioritize, and organize work in an efficient manner; learn city ordinances, policies, guidelines, and operations; assignment may require individual to handle a large volume of public contact, including difficult situations, in a pleasant and efficient manner; communicate effectively both verbally and in writing; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the city's stated mission and philosophy; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others. Some assignments may require incumbent to transcribe dictation.

**Experience, Education, and Training**

At least three years of responsible administrative office work.

**Physical Requirements**

Performs bending, sorting, kneeling, and reaching to both ground level and overhead to perform such tasks as filing; lifts and carries up to 10 pounds; pushes and pulls up to 25 pounds; holds and grips objects; may be subject to sitting for long periods of time; possesses ability to operate a computer keyboard and mouse.

**Working Environment**

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

**Licensing/Certification**

Assignment to some departments requires incumbent to possess a valid Missouri Motor Vehicle Operator's License and in some cases provide own vehicle for on-the-job transportation.

**Miscellaneous Requirements**

Must be able to pass security background check. Must be able to pass a credit check, if applicable.

<b>Last Revision:</b>	February 13, 2012	<b>GENERAL ORDINANCE NO.</b> 4341
<b>Comments:</b>	Updated Abilities	<b>Date:</b> June 14, 1993

**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:** \_\_\_\_\_