

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Administrative Assistant

Department: Varies
Pay Grade: 507
FLSA Status: Non-Exempt
Job Code: Z060

JOB SUMMARY

The purpose of this classification is to perform specialized administrative/clerical work in support of an assigned department or division with an emphasis on providing administrative support to management and senior staff and/or coordinating administrative functions of multiple work units within the assigned department. Specific job duties and responsibilities will vary depending on department.

ESSENTIAL JOB FUNCTIONS

- Coordinates and provides administrative/clerical support for an assigned department or division; processes a variety of documentation within designated timeframes and per established procedures; works with and provides guidance and assistance to administrative/clerical staff assigned to divisions or work units within the department to ensure uniform and cooperative work efforts.
- Provides more complex administrative/clerical support for management and/or senior staff of assigned department or division; relieves management staff of routine administrative tasks; screens telephone calls, mail, and other communications and initiates appropriate action/response; composes, types, edits, or proofreads correspondence on behalf of management staff; records and/or transcribes correspondence, statements, minutes, or other information; keeps management informed of significant matters, messages, documentation, or other information.
- Serves as liaison between the assigned department and other departments/divisions, staff members, City officials, the public, community leaders, outside agencies, or other individuals or organizations for the distribution and receipt of routine information; interacts with various officials and dignitaries involving sensitive client relations.

- Processes documentation pertaining to purchasing, accounts payable, budget or general financial management; assists with budget preparation; monitors expenditures to ensure compliance with approved budget; coordinates internal accounting activities; maintains current balances for general ledger accounts, processes and reconciles p-card purchases, invoices, and purchase orders. Receives moneys in payment of various fees, fines, deposits, or services; records transactions, issues receipts, and forwards revenues as appropriate. May be tasked with maintaining and monitoring petty cash fund.
- Maintains electronic calendar/schedule of activities for assigned department/division; schedules and confirms appointments, meetings, interviews, conferences, training or other activities; updates calendar on a regular basis and notifies parties involved of changes. Coordinates arrangements for various meetings: notifies participants of scheduled meetings; prepares meeting notices, agendas, and meeting packets; coordinates room reservations, setup, refreshments, and equipment; attends meetings; records and/or transcribes meeting minutes; distributes documentation; maintains records.
- Coordinates travel arrangements, accommodations, conference registrations, or other travel-related plans for executives or other staff.
- Communicates with supervisor, employees, other departments, City officials, vendors, customers, the public, community organizations, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Performs customer service functions in person, by telephone, mail or email; provides information or assistance regarding department/division services, activities, forms, procedures, fees, or other issues; receives and/or disseminates forms/documentation; responds to routine questions or complaints, researches problems, and initiates resolutions; refers complaints/problems to appropriate personnel. Answers telephone calls and greets visitors; ascertains nature of business, directs callers or visitors to appropriate personnel, and records/relays messages; responds to requests for service or assistance.
- Performs data entry functions; verifies accuracy of entered data and makes corrections; develops databases and computerized reports. Prepares, types, proofreads and/or completes various forms, reports and correspondence. Processes forms/applications relating to department services, issues permits as appropriate; publishes advertisements for meetings, hearings, notices, or other activities.
- Maintains file system of various files/records for the assigned area including electronic files; conducts records maintenance activities in compliance with guidelines governing record retention.
- Researches, compiles, and/or monitors administrative or statistical data pertaining to department operations; summarizes data, performs routine data analysis, and prepares reports; conducts research of department files, legal records, database records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.
- Distributes documentation between department/staff members and internal/external individuals/agencies; sorts and distributes mail or other documentation to appropriate personnel; copies and distributes forms, reports, correspondence, schedules, agendas, or other documentation.
- Operates a personal computer and general office equipment, uses Microsoft Office to complete essential functions and uses other computer programs as necessary; provides training and/or technical support for other system users.

- Monitors inventory of department supplies and ensures availability of adequate materials to conduct work activities; initiates requests/orders for new or replacement supplies.
- Maintains confidentiality of departmental documentation and issues.
- Provides assistance or backup coverage to other employees or departments as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High School Diploma or equivalent; supplemented by three (3) years of office administration or responsible administrative experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- May be required to possess and maintain a Notary Public License.
- Additional certifications may be required based on assignment.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Ability to accurately type a minimum of 40 words per minute and be proficient in Microsoft Word, Excel, and Outlook.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division, calculate decimals and percentages, utilize principles of fractions and interpret graphs.
- Ability to apply principles of rational systems, interpret written and verbal instructions and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness, and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.