CITY OF CAMARILLO

Senior Administrative Specialist	Job Code: 205 FLSA: Non-Exempt

*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.*

SUMMARY DESCRIPTION

Performs the full range of varied complex, sensitive, and highly responsible office administrative, secretarial, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of an assigned department with only occasional instruction or assistance; exercising judgment and initiative, relieves assigned staff of clearly defined and delegated administrative or technical detail including the administration of assigned programs and operations; assists management staff with special programs, projects, and research; and provides lead supervision, training, and over site to assigned administrative support staff.

The Senior Administrative Specialist classification is distinguished from the Administrative Specialist II class in that incumbents in the Senior Administrative Specialist class provide lead supervision to a small number of staff and perform technical duties in support of assigned operations. Incumbents in this class are expected to perform more difficult and complex administrative support tasks involving a thorough knowledge of the policies and procedures for their functional areas with a significant degree of independent judgment.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a wide variety of varied, complex, sensitive, and highly responsible office administrative, secretarial, advanced clerical, and routine programmatic support functions in support of assigned department with only occasional instruction or assistance; relieves supervisor and other staff of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.

2. Provides lead supervision to assigned staff; plans and organizes work activities; recommends improvements in work flow, procedures, and use of equipment and forms; implements improvements as approved; develops and revises office forms and report formats as required; organizes and maintains filing systems.

3. Serves as secretary at meetings of City boards and committees as assigned; arranges and coordinates meetings for boards, commissions, and outside agencies; assists in preparing and distributing agenda packets and correspondence; prepares and compiles agenda transmittals, agenda reports, resolutions, ordinances, agreements, and miscellaneous back-up material for Council, Board, and Commission action; attends assigned meetings and takes, transcribes, and assures proper distribution of minutes and verbatim transcripts.

4. Serves as liaison between assigned office and the general public, City staff, and outside groups and agencies; provides general and specialized information and assistance regarding assigned function

that may require the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures as appropriate; explains programs, policies, and activities related to specific program area of assignment; receives and screens office and telephone callers; calendar appointments; responds to complaints and requests for information relating to assigned responsibilities; refers callers and/or complaints to appropriate City staff for further assistance as needed and/or takes or recommends actions to resolve the complaint.

5. Maintains calendar of activities, meetings, and various events for assigned staff; coordinates activities and meetings with other City departments, the public, and outside agencies; coordinates and arranges special events as assigned; schedules meetings; coordinates arrangements and sets up meeting rooms; notifies participants; prepares and/or assembles meeting materials.

6. Develops, revises, and maintains standardized and master documents; composes correspondence, reports and informational materials; assists in designing and producing technical information handouts; copies, disseminates, and posts documents and information as appropriate.

7. Participates in the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to assigned programs; participates in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.

8. Assists in assembling and preparing the annual budget for assigned area; monitors expenditures against budget.

9. Compiles, prepares, and enters data into a computer from various sources including accounting, statistical, and related documents; creates and maintains computer based tracking information and reports including assigned databases, records, and lists; creates standard statistical spreadsheets; inputs corrections and updates; verifies data for accuracy and completeness; assists in the compilation of reports.

10. Proofreads, verifies, and reviews materials, applications, records, and reports for accuracy, completeness, and conformance with established standards, regulations, policies, and procedures; ensures materials, reports, and packets for signature are accurate and complete.

11. Types, word processes, formats, edits, revises, proofreads, and processes a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, technical and statistical charts and tables, and other specialized and technical materials from rough draft, dictation, modified standard format, and brief verbal instructions; develops, revises, and maintains standardized and master documents; composes correspondence, report, and informational materials; assists in designing and producing informational handouts; copies, disseminates, and posts documents and information as appropriate.

12. Maintains accurate and up-to-date offices files, records, and logs for assigned areas; develops, prepares, and monitors various logs, accounts, and files for current and accurate information including manual and computer logs of the specialized or technical documents processed.

13. Attends to a variety of office administrative details such as ordering supplies, arranging for equipment repair, transmitting information, and keeping reference materials up to date; monitors inventories of supplies and materials; prepares purchase requisitions and requests for payment.

14. Coordinates, makes, processes, and confirms staff travel arrangements; arranges for transportation and accommodations for travel; checks and processes expense claims.

15. Participates with special projects as assigned; assists in planning, coordinating and implementing assigned programs and events; assists in monitoring assigned programs.

16. Operates a variety of office equipment including a computer, typewriter, copier, facsimile machine, and adding machine; utilizes various computer applications and software packages.

17. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic functions of public agencies including the role of an elected Council and appointed boards and commissions.
Organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
Basic principles and practices of supervision and training.
Work organization and office management principles and practices.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles and practices of fiscal, statistical, and administrative research and report preparation.
Principles and practices of sound business communication.
Principles of business letter writing and report preparation.
Basic principles and practices of budget preparation and administration.
Records management principles and procedures including record keeping and filing principles and practices.
Methods and techniques of proper phone etiquette.
Mathematical principles.
English usage, spelling, grammar, and punctuation.
Customer service and public relations methods and techniques.

Ability to:

Provide lead supervision and training to assigned staff.
Oversee and participate in the work of assigned administrative support unit.
Coordinate and review the work and performance of assigned staff in a manner conducive to proficient performance and high morale.
Perform a full range of varied complex, sensitive, and highly responsible office administrative, secretarial, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of assigned programs, division, and/or department with only occasional instruction or assistance.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Understand the organization and operation of the assigned department as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
Interpret and apply applicable federal, state, and local laws, codes, and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Learn and effectively utilize various software applications.
Learn and apply new information and skills.

Type or enter data at a speed necessary for successful job performance.
Participate in researching, compiling, analyzing, and interpreting data.
Prepare clear, accurate and concise records and reports.
Establish, organize, and maintain a variety of specialized files and records.
Independently prepare correspondence and memoranda.
Perform mathematical calculations.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Plan and organize work to meet changing priorities and deadlines.
Understand and carry out oral and written directions.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

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

Education/Training:

Equivalent of the completion of the twelfth grade. Additional specialized or college level course work in secretarial science, office procedures, business administration, or a related field is desirable.

Experience:

Five years of increasingly responsible clerical, secretarial, and office administrative support experience including two years of experience at a level comparable to an Administrative Specialist II with the City of Camarillo.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with extensive public contact and frequent interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

April, 2008
Johnson & Associates