

SENIOR ADMINISTRATIVE ASSISTANT - 215

DEFINITION OF WORK

Under immediate supervision, performs difficult professional and administrative work as an assistant to a department head. Incumbent may be assigned specific program responsibilities or handle the entire administrative function for the department; does related work as required.

EXAMPLES OF WORK

Coordinates the operation of a division, bureau or major administrative or operating unit of the department; researches and evaluates existing and proposed administrative or operational policies, practices, techniques and recommends improvements; interviews persons calling at the department head's office and handles personally or refers problems to the proper persons for attention; compiles monthly, annual and specific reports; assists department heads in departmental organization, procedures and related problems; assists in the preparation of departmental budgets and controls departmental expenditures; plans and organizes administrative activities such as clerical assistance, purchase and transportation of supplies and equipment; reviews and approves departmental invoices, vouchers and bills for payment; consults with officials of other divisions and departments on matters of mutual interest; represents the department head as delegated; follows up and carries out various administrative orders; supervises the preparation and maintenance of personnel records and other records; assists with employment of departmental staff.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in business or public administration or a related field and considerable experience in local governmental work including some supervisory experience.

Knowledge, Skills and Abilities: Thorough knowledge of the principles, practices and techniques of public or business administration; thorough knowledge of departmental objectives, procedures and methodology; thorough knowledge of modern office practices, procedures and equipment; ability to plan, organize and direct the work of others; ability to communicate complex ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with officials, other employees and the general public.