



CLASS SPECIFICATION

Class Code: 00163
Date Est: 07/1980
Last Rev: 07/2017
Last Title Chg:
FLSA: exempt
Probation: 12 months

ADMINISTRATIVE ASSISTANT II

DEFINITION

Under general supervision, provides administrative staff support in planning and coordinating daily departmental activities; conducts varied analytical studies regarding budgeting, management organization, work procedures, policy development or related administrative problems; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in public administration, business administration, political science or a closely related field AND two years full time administrative experience involving the development, evaluation and revision of programs, organizations, methods and procedures; OR one year full time experience as an Administrative Assistant I with Washoe County; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

May require a valid driver's license at time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the full journey level in the Administrative Assistant class series. It is distinguished from the Administrative Assistant I class by responsibilities for performing a more complex scope of duties requiring seasoned and specialized knowledge with a high degree of autonomy.

SUPERVISION EXERCISED

Exercises direct supervision over clerical and technical staff and may act as project leader for complex projects.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Provide staff support to division/department including coordination and organization of services and activities; confer with management on administrative issues and provide recommendations for organizational or procedural changes affecting support activities, work methods, techniques, systems and equipment.

Direct and participate in special projects, assignments and activities by coordinating the activities of involved staff, collecting and analyzing information to write or produce reports which present and interpret data, identify alternatives and provide recommendations for change.

Develop recommendations by researching current practice and other criteria to formulate and create new systems, or revise established systems and procedures.

Prepare and present written and oral reports containing detailed findings and recommendations to address various administrative problems and improve services, functions and programs.

Perform a variety of administrative duties for management such as purchasing, personnel/payroll, contract administration, payment tracking and agencies/customer billings; represent management/administration at meetings or other venues as assigned.

Formulate, prepare and monitor assigned budget(s) by recommending expenditures, monitoring approved budget(s), coordinating the fiscal management of administrative accounting systems, capital outlay, capital projects, fund reconciliation, and auditing fiscal records to ensure financial integrity.

Implement and interpret operating policies and procedures to assist in the installation of new operating methods and procedures.

Coordinate and oversee assigned services and activities with other programs, divisions, departments, outside agencies/organizations and others to ensure compliance with relevant local, state and federal guidelines.

Initiate and maintain a variety of resource materials, files and records (computerized and manual) for areas of assignment; maintain control files on matters in progress; maintain and update resource materials to aid in efficient departmental operations.

Supervise staff including selection, training, scheduling, work assignments, work review, performance appraisal, discipline, coaching and development.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional practices, policies and procedures.

Federal, state and local laws, statutes, codes, regulations and standards pertaining to area of assignment.

Organizational functions and financing of federal, state and local programs.

Terms and acronyms commonly used in the assigned function.

Management information systems and software programs used in the assigned area.

Countywide personnel policies such as affirmative action, sexual harassment, discrimination and EEO.

Ability to:

Select, supervise and evaluate the performance of assigned staff.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Methods and techniques of statistical and administrative data collection and report preparation.

Principles of public and/or business administration.

Principles of general office management, supervision and training.

Personal computers and software applications.

Accounts maintenance and governmental budgeting techniques.

Ability to:

Plan, coordinate and direct administrative operations to accomplish established goals and objectives and optimize efficiency.

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Evaluate operations, including work processes and procedures, to determine their effectiveness and efficiency.

Read, interpret, apply and explain pertinent laws, statutes, codes, regulations and standards including administrative and departmental policies and procedures

Research, compile, tabulate, analyze and interpret data and information.

Work cooperatively with other departments, divisions, outside agencies and boards, management and the general public.

Write administrative summaries, reports and other documents.

Operate a personal computer.

Communicate in a clear, concise manner, both orally and in writing.

Plan and organize work to meet schedules and timelines.

Effectively represent the programs, operations and functions in the area of assignment to the public, other County staff and other government agencies.

Establish and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry up to 25 lbs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.