



## Class Description

**Class Title: ADMINISTRATIVE ASSISTANT I**

**Class Code: 25**

### **General Description**

The purpose of this class within the organization is to assist the department or division head with the management and administrative support of the department.

This class works under close to general supervision according to set procedures, but determines how or when to complete tasks.

### **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

### **Essential Functions:**

Assists with monitoring budget spending to ensure compliance and determines whether changes to funding levels are needed.

Updates and maintains budget reports; informs General Manager of the status and availability of funds.

Provides administrative support to department or division heads.

Assists in divisional needs to increase efficiency, productivity and review of staffing levels.

Coordinates and assists in projects.

Processes and makes purchases according to the purchasing and procurement policy.

Reviews and assists divisions with budget.

Handles administrative and office support activities for multiple supervisors.

Coordinates special programs and organizes events for specific departments.





## Class Description

Conducts safety risk management investigations.

Provides customer service in person and over the phone; handles questions and problems when needed.

Manages a wide variety of clerical and account-keeping reports, processes time-sheets and invoices.

Enters data in the Review Database – generates reports as needed.

Assists Administrative Manager with reports for audits, triennial reviews and regulations.

### **Additional Duties:**

Supervises other staff members as needed.

Coordinates meetings and schedules training for various divisions.

Coordinates services during emergency and on call which includes: phone operation, assistance with snow removal and janitorial needs after hours.

Assists with processing payroll and general record keeping.

Processes work orders.

Performs related work as assigned.

### **Responsibilities, Requirements and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies or formats data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.





## Class Description

### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Speaks with or signals to people to convey or exchange information of a general nature.

### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

*Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.*

### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.

### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.





## Class Description

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for guiding others, requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions, but with some variations from the routine.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is moderate – affects those in work unit.

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves sitting most of the time, but may involve walking or standing for brief periods of time; requires little or no dexterity





## Class Description

### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses computer, equipment or work aids involving little or no latitude for judgment regarding attainment of a standard or in selecting appropriate items.

### **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Bright/dim light; dusts and pollen; (during safety inspections) - extreme heat and/or cold; wet or humid conditions; traffic; moving machinery.

### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.*

Requires no responsibility for the safety and health of others.

### **Minimum Education and Experience Requirements:**

Requires an Associate's Degree in Public/Business Administration.

Requires two years' experience in local government as a field supervisor or program manager. An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the position.

### **Special Certifications and Licenses:**

None.

### **Americans with Disabilities Act Compliance**

The City of Petersburg is an Equal Opportunity Employer. ADA requires the City of Petersburg to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

