

**City of San Rafael
Job Class Specification**

Job Title: Administrative Assistant to the City Manager

SUMMARY

Under direction, to provide varied, complex and confidential secretarial support to the City manager and Council, to perform a variety of complex office administration, and may supervise clerical staff in the department.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other positions in the City's Administrative Assistant series in that the nature, diversity and scope of responsibilities originating from this management level require the frequent use of discretion, initiative, and independent judgement. Responsibilities include regular contact with other officials from other governmental and private organizations, members of the City Council, and all levels of City personnel to exchange information and explain administrative policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Receives and screens visitors and phone calls including other governmental officials, City Council members, the public and representatives of business and industry.
- Provides information requiring the interpretation of policies and procedures, independently evaluates and responds to routine matters, and takes messages or refers the caller to the appropriate person.
- Schedules meetings and appointments, and maintains the City Manager's calendar.
- Researches and compiles a variety of informational materials.
- Reads, prioritizes and screens mail for the City Manager, Mayor, and Council, routes to other departments for handling, and/or attaches pertinent back up materials.
- Handles a wide variety of office administrative tasks such as processing claims for expenditures, maintaining time sheets, and related items.
- Types a wide variety of drafts and finished documents, including confidential materials from taped dictation, brief instructions, or written materials, and independently composes correspondence and related materials.
- Takes and transcribes stenographic dictation.
- Plans, schedules, assigns, reviews and monitors the work of support staff.
- May be required to supervise employees, including participation in the hiring process, performance evaluations, documenting and counseling of employees, and making recommendations for discipline and/or merit salary increases.
- Establishes categories and Systems, and oversees maintenance of departmental files and records.
- Coordinates and oversees preparation and distribution of a variety of documents.
- Follows up on projects, transmits information and keeps informed of department activities, including tickler files.
- Makes travel arrangements and coordinates facilities, food and supplies for meetings and conferences.
- Performs related duties as required.

KNOWLEDGE OF:

- General organization and functions of City government
- Standard office administrative and secretarial practices and procedures
- business letter writing and English grammar, spelling, and punctuation
- Operation of common office equipment
- Record keeping, report preparation, and filing systems and methods
- Policies and procedures related to the department to which assigned
- Basic business data processing principles and the use of word processing equipment
- Principles and practices of supervision

ABILITY TO:

- Provide varied complex secretarial and office administrative assistance to elected and appointed officials of the City.
- Use initiative and independent judgement within broad guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Research and compile a variety of informational materials.
- Organize, prioritize, assign and review the work of clerical and related support staff.
- Compose correspondence independently or from brief instructions.
- Maintain accurate records and files.
- Type at a rate of 65 words per minute from printed copy.
- Organizing work, setting priorities, meeting critical deadlines and following up assignments with a minimum of direction.
- Taking stenographic dictation at a rate required by the department.

EDUCATION and/or EXPERIENCE:

A typical way of gaining the knowledge, skill and ability outlined above is:

Equivalent to graduation from high school and five years of responsible secretarial or office administrative experience reporting to a high level manager. Business or secretarial school training preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

FLSA Status: Nonexempt
Prepared By: Leslie Loomis
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