

Administrative Specialist, Senior

SUMMARY

Under general supervision, the Administrative Specialist, Senior performs a wide variety of routine and complex office, clerical, finance, and administrative support tasks and duties in support of the City Manager, City Clerk, and other department heads.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Provides support to the City Manager by screening daily emails and phone calls, preparing correspondences, scheduling meetings, and completing other tasks as assigned.
- Attends weekly staff meetings; takes notes; represents to City Manager at meetings in his/her absence.
- Assists City Council with travel arrangements for conferences and trainings to include making hotel, car, and flight reservations.
- Scans resolutions, agendas, minutes, and ordinances into appropriate computer system; maintains accurate filing systems and records; prepares a variety of reports as assigned.
- Assists the City Clerk with public records requests, claims, resolutions, and ordinances; researches and retrieves records from archives as requested.
- Creates purchase orders and enters invoices the Finance department and Administration.
- Assists with coordinating City events, celebrations, and activities.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

High school diploma or GED equivalent AND three (3) years of progressively responsible administrative or clerical support experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Modern office policies, procedures, and equipment.
- Proper grammar, spelling, and punctuation.
- Records maintenance and retention policies and procedures.
- Customer service principles, practices, and etiquette.

Skill in:

- Preparing clear and concise reports and correspondences.
- Operating a computer including standard software and some specialized software.
- Organizing and prioritizing work to complete multiple tasks simultaneously and meet deadlines.
- Maintaining accurate records and filing systems.
- Typing and entering data with speed and accuracy.
- Interacting tactfully and professionally with City staff, outside agencies, and the public.
- Establishing and maintaining effective working relationships.
- Communicating effectively both verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid California driver's license may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment.