

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT

ADMINISTRATIVE ASSISTANT III

DEFINITION

Under general direction of the Department Head or their designee(s), an Administrative Assistant III performs a variety of responsible, confidential, and complex and difficult administrative, technical and office management duties for a department; supervises, coordinates, and evaluates clerical functions in the department; and performs other related duties as required.

EXAMPLES OF DUTIES

Assist the Department Head by carrying out administrative assignments as directed; use independent judgment in decision making; interpret and enforce departmental rules, regulations, policies, procedures, and operations and understand the department's organizational structure; coordinate the implementation of new projects, programs and administrative procedures; cooperate with other departments in coordination of joint special projects, programs and/or administrative procedures; coordinate with contractors, vendors, and service providers regarding operational or special projects of the department; compose, prepare, edit, and type items such as letters, staff and statistical reports, contracts, specifications, bulletins, memoranda, and minutes of meetings; arrange and coordinate meetings for assigned commission or board; draft and finalize agendas, minutes, and correspondence; coordinate assembly and distribution of agenda packets; and take "action minutes," and assure proper distribution and filing of minutes, resolutions, and ordinances.; operate a variety of office equipment; supervise, train, and evaluate other departmental clerical employees; organize and assign departmental clerical work; ensure the accuracy, proper format, neatness, completeness, and compliance with established standards of reports, letters, records and other written material; maintain and/or coordinate departmental budget expenses and reconcile them with computer reports; assist in the preparation of the departmental budget; maintain departmental personnel and payroll records; maintain "reminder" and departmental files for correspondence, reports, and specialized information; prepare special reports and complete special projects that may require researching, gathering, and organizing information from a variety of sources; may receive and transmit radio messages from and to personnel working in the field; tactfully respond to inquiries for general information. Maintain confidential and sensitive employee, customer, and financial documents; Provide excellent customer service and ensure the highest quality customer service from subordinate employees.

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MINIMUM QUALIFICATIONS

Knowledge of: Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases, correct grammatical usage, accurate spelling and proper punctuation; basic vocabulary; modern office methods, practices and procedures; proper business communication; principles of supervision, training and performance evaluation and general bookkeeping methods.

Ability to: Learn and follow City and departmental rules, regulations, policies, procedures, operations, organizational structure, manuals, and other written directives; exercise good judgment and make sound decisions; learn the basic functions and responsibilities of all City departments; communicate clearly and concisely; make quick and accurate arithmetical calculations; prepare and maintain departmental files; supervise clerical workers; organize, coordinate and complete a large variety and quantity of administrative work in a department; work long hours as required to complete high priority assignments within established deadlines; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Five years of increasingly responsible clerical and public contact experience, which includes at least 2 years in a position supervising full-time clerical employees.

Education: Graduation from high school or equivalent.

Substitution: Completion of 60 college or university semester units in a business or related curriculum or 2 years of full-time business college credits can be substituted for non-supervisory required experience on a year-for-year basis up to a maximum of 2 years.