

ADMINISTRATIVE ASSISTANT*

DISTINGUISHING FEATURES OF THE CLASS: This is general administrative work of a moderately complex nature involving the responsibility for coordinating and monitoring projects and programs and researching and compiling information to resolve problems. The work is performed under the general direction of a higher-level administrator and work guidance (e.g., lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates all phases of assigned projects and programs;
Assists in the development and implementation of new programs;
Assists with a variety of administrative functions (e.g., researching and compiling information to resolve problems, etc.);
Researches and prepares financial and statistical reports;
Maintains budget records, assists and provides input with the budget process and preparation;
Responds to a variety of correspondence, usually of a confidential and/or non-routine nature;
May oversee the processing of payroll data and maintains related records;
May conduct onboarding for new employees as well as on-going training to staff, as needed;
May prepare drafts of press releases;
May act as a liaison with local and state agencies;
May represent the Department Head at a variety of meetings, forums, and legislative proceedings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern business administrative practices and procedures; good knowledge of coordinating and monitoring projects and programs; good knowledge of maintaining files and records; ability to carry out complex oral and written instructions; ability to prepare written reports; ability to understand and interpret written material; ability to communicate effectively, both orally and writing; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and one (1) year of experience which substantially involved administrative duties.

NOTES:

1. A Bachelor's degree or higher in business, public or education administration or comparable curriculum may be deemed fully qualifying.
2. Additional years of the required experience may be substituted for the college degree on a year-for-year basis.

*This reflects a retitling of Administrative Assistant I.