

**City of San Rafael
Job Class Description**

Job Title: Administrative Assistant IV

SUMMARY

Under general supervision, provides responsible, complex, secretarial and administrative assistance to the Department Head of larger more complex department where shorthand may be required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other Administrative Assistant classes in that it performs administrative and secretarial support as well as first level supervisory duties for the head of a large and complex department. The position requires knowledge of both unit processes and procedures, as well as the director's approach to specific issues. Day-to-day activities are left to the initiative and independent judgement of the incumbent. This is a full first level working supervisory position. Shorthand is required at a speed deemed necessary by the department. By definition, to be an Administrative IV, the position must supervise two or more full time employees.

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

- Plans, schedules, assigns, reviews and monitors the work of clerical or related support classes.
- Interviews and recommends hiring, conducts performance appraisal and counseling of employees, documents deficiencies and recommends discipline.
- Receives and screens visitors and telephone calls, providing information requiring the interpretation of policies and procedures.
- Takes messages or refers the caller to the appropriate person.
- Researches and compiles a variety of informational materials.
- Opens, sorts and screens mail and attaches pertinent back-up materials.
- Types a wide variety of drafts and finished documents including confidential materials from taped dictation, brief instructions, or written materials.
- Initiates correspondence independently for signature by the department head.
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Organizes and maintains various files and records.
- Follows-up on projects, transmits information and keeps informed of department activities.
- Schedules meetings and appointments and arranges for facilities and supplies.
- Oversees and coordinates preparation, approval, compilation, reproduction and distribution of various documents and reports.
- Assists in gathering data, preparing and monitoring the annual budget.
- Monitors and orders office supplies and furnishings, issues and maintains balance of petty cash.
- Performs a variety of tasks related to office administration specific to the department in which assigned.
- Performs related duties as required.

KNOWLEDGE OF:

- Principles of supervision
- Department's mission, policies and procedures
- Standard office administrative and secretarial practices and procedures
- Business letter writing and English grammar, spelling, and punctuation
- Record keeping, report preparation, and filing systems and methods
- Policies and procedures related to the department to which assigned
- Modern office equipment including PC and related software

ABILITY TO:

- Supervise the work of two or more full time employees.

- Organize, prioritize assign and review the work of clerical and related support staff.
- Provide varied complex secretarial and office administrative assistance to management staff.
- Use initiative and independent judgment within established guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Research and compile a variety of informational materials.
- Compose correspondence independently or from brief instructions.
- Maintain accurate records and files.
- Type at a rate of 60 words per minute from printed copy.
- Organize work, set priorities, meet critical deadlines and follow up with a minimum of direction.
- Take dictation at a rate required by the department.

EDUCATION and/or EXPERIENCE:

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

Equivalent to graduation from high school and five years of responsible secretarial or office administrative experience at least three of which has been with the City of San Rafael or in a similar department in another CA municipality. Supervisory experience preferred.

OTHER REQUIREMENTS:

Valid California driver's license.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, areas.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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: Non-Exempt
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