

### ADMINISTRATIVE ASSISTANT III

#### NATURE AND VARIETY OF WORK

This is senior lead/supervisory level professional staff work with administrative responsibilities performed in support of a department or agency. Incumbents assigned to this class perform advanced administrative staff work for a mid-level manager or a department head in such functional areas as budget, finance, data processing, personnel and administration. Such positions may lead work in key functional areas, or may supervise an administrative services team comprised of lower level subordinate positions. Work is performed under the general supervision of a mid-level manager or department head and is evaluated as it contributes to the operating effectiveness of the department or agency to which assigned.

#### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Provides advice and counsel to a department head and assists the department head in identifying agency goals, establishing program priorities, and evaluating utilization of personnel and equipment toward goal fulfillment; conducts research relating to current or anticipated operations, with research results directed toward improvement of organizational efficiency.

As department liaison with a central personnel agency, maintains records of current staffing patterns, position vacancies, recruitment needs, classification and pay needs, and training arrangements; works with Personnel Office representatives in establishing priorities for Personnel Office projects relating to the department to which assigned; provides employee relations assistance in resolving grievances, interviewing employees, and resolving other employee relations problems.

As liaison with a central budgetary and/or finance control agency, participates in identification of program priorities together with development of anticipated operational costs for programs; leads and participates in the maintenance of expenditure records relative to adopted budgetary limitations; collects, categorizes, summarizes, and reports upon operating information as it relates to development of preliminary budgetary estimates; works with central budgetary personnel in development and control of the agency's operating budget.

Works with representative of the Legal Office in developing enforcement cases relative to contract fulfillment, code enforcement, or other County service program operations; searches Federal, State and local codes and ordinances for provisions applicable to the program to which assigned, and records such provisions in format useful to the department's operating personnel.

Leads, assigns, and reviews the work of subordinate personnel participating not only in the administrative activities outlined above, but also other similar or related operations.

May serve as unit chief within a department, or perform full supervisory duties over administrative staff.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of public administration.

Thorough knowledge of modern office practices, procedures, and methods and their efficient application to administrative details.

Thorough knowledge of modern research techniques, methods and procedures.

Thorough knowledge of the principles, methods, and practices of governmental finance, budgeting, and accounting.

Ability to lead/supervise the activities of subordinate personnel in the accomplishment of the normal and routine activities of the division to which assigned.

Ability to analyze, interpret, and submit oral and written reports on research findings.

Ability to analyze the functions and procedures of the division to which assigned and suggest modifications and improvements.

Ability to establish and maintain effective working relationships with employees, County officials, and the public.

#### MINIMUM QUALIFICATIONS

Graduation from college with major course work in liberal arts, one of the social sciences, or public or business administration, supplemented by two (2) years of progressively responsible experience in governmental administrative work; or an equivalent combination of education and experience.