

ADMINISTRATIVE ASSISTANT IV

NATURE AND VARIETY OF WORK

This is the highest level of professional, administrative and supervisory staff work with primary responsibility for handling the most complex administrative assignments. Incumbents in this class provide high level non-routine administrative assistance to a mid-level manager or a department head. Incumbents exercise supervisory duties and responsibilities over a section/division usually comprised of a combination of professional, para-professional, and clerical support personnel.

Responsibilities frequently include acting as departmental liaison with central agencies in order to address and resolve key management and administrative problems. An employee in this position exercises extensive independent judgment subject to established departmental policy. General supervision is received from an administrative supervisor through satisfactory completion of assigned tasks as revealed by conferences and reports.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate level employees.

Counsels management in developing and maintaining sound organizational structures, improving management methods and procedures; sees to the objective use of personnel, money and material; collaborates with Personnel, Budget, Finance and other departments in finding solutions that arise in the management of an organization.

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 projects relating to the department to which assigned; provides employee relations assistance in resolving grievances, interviewing employees, and resolving other employee relations problems; advises on and negotiates contracts, agreements and cooperatively arrangements with other departments, agencies and organizations.

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; supervises and participates in the maintenance of expenditure records relative to adopted budgetary limitations; collects, categorizes summaries, 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 Office of Law 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.

May serve as section chief within a department.

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 operating programs, projects, and tasks involved in the organization and objectives and policies governing these.

Thorough knowledge of the principles and practices of public administration.

Thorough knowledge of modern research techniques, methods and procedures.

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

Thorough knowledge of the kinds of training, experience and abilities required by employees.

Skills in collecting information through interviews, surveys, study of reports, manuals and directives.

Skill in motivating people and in gaining cooperation.

Ability to supervise and direct 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 department to which assigned and suggest modifications and improvements.

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

Ability to make sound judgments and conclusions based on facts and requirements of the assignment, and the ability to explain and support conclusions and recommendations.

MINIMUM QUALIFICATIONS

Graduation from college with major course work in liberal arts, one of the social sciences, or public or business administration; plus three (3) years of progressively responsible experience in government or business. At least one (1) year of this experience should have involved supervision of a high level administrative staff; or an equivalent combination of education and experience.

CREATED: 5/80
REVISED: 10/88