

ADMINISTRATIVE AIDE II

NATURE OF WORK

This is responsible administrative work performing varied departmental and administrative duties.

Work includes gathering and analyzing information for the preparation of reports; and studying special administrative problems and recommending policies, procedures and forms to improve departmental operation. Work also involves compiling and calculating statistical data in budget preparation; interpreting municipal rules and policies; reviewing and answering routine complaints; organizing and assigning work to subordinate staff; interviewing, hiring and evaluating subordinate staff and planning and coordinating departmental staff training programs. The work requires considerable initiative and independent judgment and accomplishments are measured by an administrative superior from written reports and results achieved. Supervision may be exercised over subordinate staff members.

EXAMPLES OF WORK PERFORMED

Analyzes administrative problems and develops improved policies, procedures and forms in order to improve departmental operation.

Compiles and calculates statistical data in preparation of the annual budget and monitors departmental budgetary expenditures; completes a variety of complex departmental forms and reports.

Interprets municipal rules and policies for employees and the general public; reviews and answers routine complaints.

Assists with the preparation, review, and distribution of documents.

Arranges and attends department meetings and prepares meeting summaries; represents the department.

Responds to inquiries relating to the department in a timely manner; forwards information to the appropriate area.

Plans, organizes, assigns, and supervises work and leave requests to provide staff with specific assignments.

Assists in maintaining the filing system for the department and personnel files on employees.

Interviews, hires and evaluates subordinate staff; plans and coordinates departmental staff training programs.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of administrative policies and procedures.

Considerable knowledge of the basic principles of bookkeeping and financial record keeping procedures.

Knowledge of research techniques, methods and procedures.

Ability to perform routine administrative detail independently including composing memoranda and letters and preparing reports.

Ability to interpret rules, regulations, and policies, and to make decisions in accordance with established precedent.

Ability to gather and analyze facts, and prepare clear, concise reports.

Ability to establish and maintain effective working relationships with municipal officials, other employees and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration or related field plus four years of experience in a responsible administrative or supervisory capacity or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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