

ADMINISTRATIVE OFFICER

NATURE OF WORK

This is responsible administrative work participating in the overall direction and coordination of departmental functions.

Work involves responsibility for facilitating departmental management by performing a variety of administrative duties in order to relieve the department head of designated administrative responsibilities. Work includes developing improved methods and procedures for department operation; developing improvements in administrative planning and organization, work flow, reporting structures and cost controls; participating in the preparation and administration of the budget; preparing and submitting a variety of statistical and operational reports; and conducting research on assigned subjects and preparing reports based on findings. An employee in this class may act for the department head as required. Work is performed independently with work being reviewed by an administrative superior in the form of written reports and results achieved. Supervision may be exercised over subordinate staff.

EXAMPLES OF WORK PERFORMED

Examines existing departmental operations and recommends necessary improvements in administrative planning and organization, work flow, reporting structures and cost controls.

Develops and prepares the Department's annual operating budget; prepares and analyzes accounting and auditing reports and statements.

Compiles and calculates statistical data in the preparation and administration of the annual budget; reviews and approves routine budgetary expenditures.

Assists in the presentation of department budget to the Finance Department, Mayor and Elected Officials.

Coordinates, plans, develops and implements operating procedure for efficient and effective operations.

Coordinates and clerks Planning Commission hearings; monitors agenda, finalizes minutes of hearings; works with elected and appointed officials; responds to public inquiries associated with the Planning Commission processes and agendas.

Assists the Director with a variety of administrative duties in the management of the Department.

Researches and develops policies; researches complaints and special assignments and provides information and reports as requested; responds to customer and citizen complaints.

Resolves routine departmental problems in accordance with established departmental policies and procedures.

Prepares and submits a variety of statistical and operational reports; conducts research on assigned subjects and prepares reports and makes recommendations based on findings.

Relieves department head of designated administrative duties pertaining to the operation of the department.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the principles of management and organization.

Considerable knowledge of the principles, methods, and practices of municipal finance, budgeting and accounting.

Considerable knowledge of organizational and administrative policies and procedures.

Some knowledge of computer-aided accounting and software.

Knowledge of research techniques, methods, and procedures.

Ability to analyze and interpret data and submit reports upon analysis.

Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

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 six 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.