



CITY OF LAKEPORT
ADMINISTRATIVE SPECIALIST I AND II
Formerly Department Secretary I and II

Job Description

DEFINITION

Under general supervision, performs a variety of difficult and complex administrative duties and tasks in support of department staff; performs related duties as required.

CLASS CHARACTERISTICS

This is a flex class. Positions are typically budgeted at the higher level, Administrative Specialist II but are under filled at the Administrative Specialist I level until the incumbent acquires the full range of knowledge, skills and abilities required of a journey level Administrative Specialist. The progression of an Administrative Specialist I (entry level) to an Administrative Specialist II (journey level) requires an evaluation of employee skill and performance levels by management.

The Administrative Specialist classification is distinguished by its responsibility for difficult and complex administrative duties and administrative tasks in support of department activity. Depending upon assignment, incumbents may direct the work of lower level clerical and office workers. This class may be utilized in various City departments.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Provides direct and confidential administrative support to one or more professional or management positions; receives visitors; schedules appointments; prepares, edits, assembles and distributes correspondence, reports, documents, and other materials; attends meetings and prepares minutes.

Prepares agenda, attends, takes minutes of commission meetings; types staff reports; prepares agenda packets and distributes to appropriate staff and commission; may attend and take minutes at staff and other meetings where matters handled by the assigned department are being discussed; schedules and advertises public hearings for the Planning Commission and City Council according to prescribed regulations.

Prepares and distributes documents, standard forms, and related records. Composes correspondence and performs routine administrative tasks associated with sub-components of department programs; establishes and carries out record keeping procedures; develops or obtains forms and documents; interfaces with other City staff and outside agencies in obtaining information and coordinating activities.

Receives inquiries from the public, other departments and agencies; provides information requiring an understanding of department policies and procedures.

Performs a variety of clerical tasks including typing, proofreading, filing, editing, office machine operation, including word processing or operation of other automated systems; sorts, files, prepares and/or processes a variety of documents and records, including time sheets, personnel and purchasing forms, and claim vouchers according to established procedures; makes travel and meeting arrangements for department members.

May maintain department expense journals, posting expenditures and receipts; assists in monitoring expenses and/or revenues relative to budget, and in budget preparation; may prepare invoices for payment or for services rendered; may prepare deposits; may handle petty cash.

Establishes and/or maintains a filing and retrieval system for interrelated files and records. Maintains records in accordance with City records retention policies.

Assists and/or directs the work of others in the performance of related tasks.

When Assigned to Administrative Services

Perform a variety of complex and specialized program, office administrative and general support assignments for the Human Resources and City Clerk Divisions. May include development of bulletins and announcements for recruitments, organizing and conducting employee selection processes, managing data and entering data into human resources or city clerk databases. Understand and utilize human resource database software and extract data for various reports. May prepare and conduct new employee orientation and process new employee paperwork. Act as resource and liaison to other departments with regards to the city's records retention program.

When Assigned to Community Development

Perform a variety of complex and specialized program, office administrative and general support assignments for the Community Development Department. Managing data and entering data into various software applications including business license and building permitting software. Administer business license program, including mass mailing and tracking response. Create flyers, bulletins, and informational hand-outs. Respond to general public inquiry both in person at a public counter and over the phone, related to building, planning, and engineering permit processes. May act as Clerk to the Planning Commission.

When Assigned to Public Works

Perform a variety of complex and specialized program, office administrative and general support assignments for the Public Works Department which includes Water Utility, Wastewater Utility, Parks and Streets Divisions. May include updating city social media and other public outreach for the purpose of public safety and information, managing data and entering data into various software applications including work-order software, safety management software, fuel tracking software and deliveries and administering division programs such as DOT program and associated drug testing. Assist in administration of tailgate/safety programs which may include scheduling and organizing trainings. Respond to public inquiry on a daily basis and dispatch to appropriate division reports or complaints from the public. Administer backflow program including mass mailing and tracking response

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent

Administrative Specialist I: and three years of progressively responsible clerical and secretarial experience.

Administrative Specialist II: and four years of progressively responsible clerical and secretarial experience.

Knowledge, Skills, and Abilities

Considerable knowledge of related office methods and techniques including office equipment operation; fiscal record keeping; records processing and maintenance procedures and systems; preparation of complicated documents Working knowledge of the basic functions and organization of City government.

Skill in the operation of a variety of office equipment. Computer skills in Microsoft Word, Excel, Outlook or similar programs utilized by the City.

Ability to learn, interpret, and explain department policies and procedures; communicate effectively both orally and in writing; use and edit for correct English grammar, punctuation, spelling; establish and maintain cooperative working relationships; file numerically, chronologically and alphabetically; carry out sensitive administrative assignments with discretion; carry out assignments with minimal supervision; supervise, train, and coordinate the work of office support staff; proficiently use word processing programs utilized in the City. Ability to understand and operate database programs used in daily operations.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record, may be required for some assignments.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE:

CATEGORY I - LIGHT PHYSICAL EFFORT

DEFINITION

Positions in this category require normal physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

CHARACTERISTICS

Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

OTHER FACTORS

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving

CLASS RANGE NO.	Level I = 33
CLASS RANGE NO.	Level II = 37
FLSA	Non-Exempt
ADOPTION DATE	3/29/12
REVISION DATE	9/22/15
APPROVED BY:	