

City of Caldwell

Class Specification

Class Title	ADMINISTRATIVE ASSISTANT I (RECREATION/PARKS/CEC/GOLF)
Job Valuation Number	1635
FLSA Designation	Covered
Pay Grade	Level <u>34</u>
Effective Date	October 2019

General Statement of Duties

Performs a variety of general office clerical, technical, accounting and related administrative support duties for several departments of the City; performs related work as required.

Classification Summary

The principal function of an employee in this class is to provide administrative support to Recreation, Parks, Caldwell Event Center and Golf departments of the City. Work is performed under the supervision of the Recreation Supervisor or other designated person, but leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with City officials and employees, patrons, instructors, and the general public. The work is primarily performed in an office environment.

Examples of Work (Illustrative Only)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Transcribes or prepares a variety of correspondence including letters, reports, statements, grant applications, specifications, contracts, memos, notices, budgets, financial and statistical tables, requisitions and other related materials, including confidential correspondences and reports;
- Prepares purchase orders, enters requisition data into computer network files;
- Prepares and processes accounts payable for Recreation, Parks, CEC and Golf;
- Prepares, processes and exports payroll for Recreation, Parks, CEC and Golf;
- Maintains payroll and department records and files;
- Registrar and cashier for all parks and recreation revenue;

- Process daily financial reports and monthly program revenue and expense sheets;
- Prepares class registrations and related reports;
- Maintains a working knowledge of recreation programs and descriptions;
- Maintains recreation registration and all aspects of related computer programs;
- Maintains park reservations book, records special events, and updates calendar;
- Attends City recreation sponsored events as required and approved;
- Distributes and sorts all incoming and outgoing mail;
- Applies city, department or office rules, policies and regulations in accordance with prescribed procedures and guidelines;
- Tracks and records a wide variety of department or division activities, operations and events and prepares reports in accordance with prescribed policies and procedures;
- Copies, packages and distributes a variety of written materials as requested by other designated office personnel;
- Answers department telephone calls, receives and greets visitors to the department and provides information to callers and visitors or refers callers and visitors to other appropriate departments or City personnel;
- Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested;
- Requisitions supplies and materials for the department as requested;
- Prepares bids and specifications relating to the purchase of paper, office supplies, computer supplies and printing services;
- Performs cost/product comparisons, confers with vendors to obtain product/service information and determines vendor selection;
- Performs invoicing functions;
- Schedules hotel and travel arrangements for employees attending schools and conferences and coordinates with City Finance Department for travel advances and reimbursement requests;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices;
- Attends approved meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates with others to maximize the effectiveness and efficiency of interdepartmental operations and activities to help keep a positive work environment as well as works as a team member;
- Respects the opinion of others and maintains a positive and professional working relationship with employees, supervisors and others;
- Performs related work as required.

Required Knowledge and Abilities

- Working knowledge of Microsoft programs (i.e. Word and Excel spreadsheets);
- Working knowledge of modern office filing systems and procedures;
- Good knowledge of general bookkeeping practices;
- Good knowledge of current practices and procedures involved in office management;
- Good knowledge of modern office procedures, practices and equipment;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with City activities and policies;
- Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel and the public;
- Ability in math to add, subtract, multiply, divide and derive percentages, specifically as it pertains to the handling of money;
- Ability to operate a 10-key machine by touch;
- Ability to learn City policies and departmental rules, procedures, practices and objectives;
- Ability to understand and follow complex oral and written instructions;
- Ability to operate a personal computer using program applications appropriate to assigned tasks;
- Ability to maintain clerical records of some complexity and to prepare reports from such records;
- Ability to understand and make work decisions in accordance with office rules, regulations, policies and procedures;
- Ability to prioritize and manage multiple tasks;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to perform a wide variety of tasks and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or GED, supplemented by course work in business management, accounting, communications or related field; and
- Minimum of two (2) years experience in the performance of secretarial, administrative support, and accounting tasks; or
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- A current and valid driver's license.

- Subject to a pre-employment drug test and background check.

Physical Demands

- N (Not Applicable)** Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 30% of the time (2.5+ hours/day)
F (Frequently) Position requires this activity 30% - 60% of the time (Up to 5.5 hours/day)
C (Constantly) Position requires this activity more than 60% of the time (Over 5.5 hours/day)

Physical Demands		Lift/Carry	Hazards/Potential Exposure
<u>F</u>	Stand	<u>O</u> 10 lbs or less	<u>N</u> Toxins/caustics/chemicals
<u>F</u>	Walk	<u>O</u> 11 – 20 lbs	<u>N</u> Extreme conditions
<u>F</u>	Sit	<u>O</u> 21 – 50 lbs	<u>O</u> Dust
<u>C</u>	Manual Manipulation	<u>N</u> 51 – 100 lbs	<u>N</u> Moving mechanical parts
<u>C</u>	Grasp	<u>N</u> Over 100 lbs	<u>N</u> Potential electrical shock
<u>C</u>	Reach Outward		<u>N</u> High pitched noises
<u>O</u>	Reach Above Shoulder	Push/Pull	<u>O</u> Blood-borne pathogens
<u>C</u>	Speak	<u>N</u> 12 lbs or less	<u>N</u> Gaseous risk/fumes
<u>O</u>	Climb	<u>N</u> 13 – 25 lbs	<u>N</u> Construction zone hazards
<u>N</u>	Crawl	<u>N</u> 26 – 40 lbs	<u>O</u> Communicable disease
<u>O</u>	Squat or Kneel	<u>N</u> 41 – 100 lbs	<u>N</u> Hot liquids/fire
<u>C</u>	Bend	<u>N</u> Over 100 lbs	<u>N</u> Height & confined spaces

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate and listen effectively;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written and electronic materials and information;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to handle a variety of records and files and to operate a office equipment;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to access office files and visit and distribute materials to other City offices.

Approved By: _____
 Finance Director

Date: _____