



City of Kingman, Arizona

Classification: Administrative Assistant

Department: Varies

Accountable To: Varies

Created/Revised Date: June 2015

FLSA Status: Non-Exempt **Salary Grade:** 206 **Band:** B **EEO4:** 6

GENERAL DESCRIPTION OF POSITION

Provides a high level of secretarial and administrative support. Manages projects, planning processes and provides information and assistance as requested. Answers telephones, processes mail, provides customer assistance, and researches information. Manages records and various department accounting functions. Although this position may share many of the same types of duties as an Administrative Secretary, the Administrative Assistant level is distinguished by the performance of administrative support work that has greater variety, complexity, sensitivity, exposure, and autonomy.

SUPERVISION RECEIVED

Works under the supervision of Department Director or designated person.

SUPERVISION EXERCISED

Supervision of support staff, such as Administrative Secretaries, Records Clerks, student interns, seasonal, temporary, part time, community service employees, etc.

ESSENTIAL DUTIES & RESPONSIBILITIES Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Plans, coordinates, and schedules meetings, and business travel arrangements. Performs a variety of administrative duties, such as planning, scheduling and coordinating various events. Manages the department calendars and/or calendars of assigned staff. Taking and recording minutes at meetings, preparing meeting agendas, knowledgeable in Arizona open meeting law and apply, follows up on committee assignments; responds to requests for information, processing incoming and outgoing mail, drafts of letters and memoranda. Gathers information and data for department staff and assists with interpretation of such.
- Assists department with records management by establishing, organizing and maintaining filing system; scans and indexes records into electronic document management systems; performs records retention and destruction report preparation.
- Assists with the preparation of personnel actions including new hires, promotions, terminations, transfers, and coordinates the recruitment process with Human Resources. Gathers and prepares department bi-weekly timesheets and transmits to payroll. Sends individual specific timesheets to Human Resources for worker's compensation and FMLA leave of absence situations.
- Performs general financial and accounting procedures for the entire Department. Maintains budget files, tracks, monitors, and reconciles divisional or program budget accounts, expenditures, transactions, financial statements and reports; investigates discrepancies; may assist in estimating expenditures for a program or division. Assists in preparation of and tracks business contracts. Coordinates and centralizes the purchase of Department supplies, uniforms, equipment and other purchases for work unit, initiating purchase requests within the purchasing system, and receipting goods and services within the purchasing system.
- Assists in the coordination of required advertising for bids. May be responsible for reviews of bids for supplies and office equipment and make necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.

- May collect payments for record requests, registrations, permits and other related department fees.
- Develops, edits, or compiles various department reports such as the weekly activity report, monthly City Manager's report, monthly project status report, annual strategic plan, etc.; analyzes statistical data and generates standard reports.
- Conducts research and gathers information from multiple sources for divisional or department projects.
- Assists department with special projects and activities, presentations, operational and strategic plans, and customer requests for information. Assists management staff with follow up on work assignments within the department.
- Reviews various submittals for permits and Board and Commission hearing requests for completeness with City requirements of the applicable codes, regulations, and standards.
- Formats, edits, updates, and maintains division or department Intranet or Internet webpages. Composes, edits and proofreads a variety of documents including letters, memos, notices, flyers, forms, brochures, newsletters, and other materials for internal and external use.
- Updates and maintains inventories, plans, manuals, and standard operating procedures; assists in establishing office policies and procedures or makes recommendations on policy changes.
- Creates, updates, and maintains databases specific to a program, division or department.
- Responds to varied and often complex requests or complaints from employees or the general public.
- Serves on City teams as assigned by attending meetings, performing assigned tasks, and working in cooperation with other City employees for a common goal.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, evenings, holidays or weekends as needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.

PERIPHERAL DUTIES

- Performs related duties as required.
- Performs special assignments as requested.
- May serve on a variety of employee committees.

DESIRED MINIMUM QUALIFICATIONS

Education and experience:

- Graduation from a high school or GED, supplemented by the equivalent of two years of college level training; and
- Four (4) years of related experience; or
- Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

Knowledge: Departmental policies and procedures; Applicable City, State and Federal policies, laws, and regulations. Record keeping practices and procedures; Customer service procedures and techniques; Standard office practices and procedures; Budget monitoring and tracking; English spelling, grammar and punctuation; General bookkeeping practices and cash handling processes.

Skills: Reading and interpreting data, manuals and specifications; Assessing and prioritizing multiple tasks, projects and demands; Maintaining department records management; Reconcile budgets and purchases; Taking and transcribing accurate minutes of meetings; Proofread materials; Establishing and maintaining effective working relationships with co-workers and the public; Skill in operation of listed tools and equipment; Troubleshooting problems; Maintaining and handling applicable equipment; Working in a team environment; Providing customer service; Utilizing a computer and relevant software applications; Demonstrate proficiency to prepare work orders, documents, spreadsheets, databases, presentations, email and timesheets; Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Abilities: Ability to establish and maintain effective and accurate records and filing systems; Maintain effective and accurate accounting procedures; Gather, research and interpret data; Carry out assigned projects to their completion and perform multi-tasks with numerous interruptions; Communicate effectively verbally and in writing; Work requires the ability to write memoranda, correspondence, reports and produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar; Interpret rules, regulations, and policies and make decisions based upon them; Ability maintain confidentiality of information; Establish and maintain effective working relationships with employees, supervisors, vendors and the public. Adapt to changing work priorities; Perform basic mathematical calculations; Work independently and to complete daily activities according to work schedule; Participate in teamwork productively; Read manuals and specifications and apply knowledge; Use equipment and tools properly and safely.

SPECIAL REQUIREMENTS

Valid Arizona Driver's License or ability to obtain within 6 months of hire. Ability to be bondable and may be required to become a notary public.

WORK ENVIRONMENT

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See Physical Demands.

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities

of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____