



## Administrative Aide

Department/Division:	Assigned department
Reports To:	Assigned director or manager
Provides Direction To:	Not applicable
Last Amended:	June 16, 2020

### GENERAL PURPOSE

Under general supervision, coordinates and completes administrative tasks and technical tasks and projects; prepares various spreadsheets and documents for records and reports; assists in performing other types of departmental assignments; and performs related duties as required.

### DISTINGUISHING CHARACTERISTICS

The Administrative Aide performs technical and advanced administrative support functions and represents the bridge job into the Administrative Analysis job series. This classification is differentiated from the Administrative Secretary by its greater technical knowledge and problem-solving requirements. The Administrative Aide is separated from the Administrative Analyst, which performs more varied administrative, financial and operational analyses and requires greater independent judgment and research skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

1. Prepares correspondence and staff reports for special studies.
2. Assists at the public information counter given public requests for records and questions regarding department procedures or program requirements.
3. Compiles statistical and financial data for reports; collects and analyzes data used for reporting purposes.

4. Coordinates the research, development, review, and preparation of Federal, State, and local grant applications; monitors existing programs for compliance with regulations.
5. Assists in the preparation and review of assigned department budget.
6. Prepares a variety of specific report documents, including grant proposals, performance reports, draft contracts, bid specifications, compliance reports, agenda reports, and other records.
7. Prepares and reviews GIS (Geographic Information Systems) maps, collects data, and performs analyses of spatial data using GIS software.
8. Prepares written correspondence, spreadsheets and presentations using standard office software.
9. Performs other tasks and functions required by the department.
10. Acts as the liaison to the Department with Commissions and Boards. Prepares agenda, minutes, schedules and public notices for public meetings.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Principles of project administration and policies and related to administrative and technical assignments; research techniques; customer service techniques; modern office procedures, methods and equipment including advanced knowledge of Microsoft Office software; geo-based information systems, including relevant GIS query and mapping software applications.

### **Ability to:**

Organize, coordinate, and perform tasks and complete projects; plan and attend meetings and complete reporting activities; analyze and solve problems; prepare spreadsheets and apply and interpret spatial dimensions; prepare clear and concise reports, and other written materials; maintain accurate records and files; exercise sound judgment within established guidelines; communicate clearly, concisely and effectively, orally and in writing; establish and maintain effective working relationships with staff, management, and public and private representatives; operate computer-based word processing, records management, spreadsheet, GIS, and database management software.

**Education/Training/Experience:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Experience:** One year of experience of general municipal administrative experience.

**Education:** Equivalent to Bachelor's degree in Public Administration; or a related administrative or technical field with applied experience and education in writing, data analysis, and computer technology applications.

**Special Requirements:**

Possession of a valid Class C California driver's license, an acceptable driving record, and ability to meet the City insurability requirements.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands or arms. The employee occasionally walks and stands and lifts and moves records and documents weighing 25 pounds or less.

Specific vision abilities required by this job include close vision, the ability to distinguish basic colors and shades, depth perception and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; use math and mathematical reasoning; learn and apply new skills or information; perform highly detailed work on multiple concurrent tasks; work under changing and intensive deadlines with frequent interruptions; and interact with City officials, media, citizens groups, employees and others encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.