



JOB DESCRIPTION

Title: **OFFICE ADMINISTRATOR III**
Department: City-Wide
Class Code: 6015
FLSA Status: Non-Exempt
Effective Date: June 1, 2009

GENERAL PURPOSE

Under general supervision of a department/division head performs specialized, complex and confidential administrative duties requiring the exercise of independent judgement in various departments of the city.

EXAMPLE OF DUTIES Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class. Must meet seven of the nine following duties to qualify at this level as determined by the Department Head.

- *-- Uses appropriate software applicable to the department; answers questions from others regarding software programs; determines which software programs the department will use; sets up department accounts on various web sites; takes minutes at departmental meetings.
- *-- Provides input into departmental budgets; monitors existing budget expenditures in relation to available budget dollars; inventories and purchases office supplies; provides data entry related to payroll; pays invoices.
- *-- Provides customer relations to solve problems of a technical or complex nature; represents the City at community events.
- *-- Prioritizes technical research and investigation; performs legal or technical research and analysis and offers solutions.
- *-- Prioritizes monthly and quarterly projects; provides opinions on important department matters.
- *-- Plans and coordinates departmental projects or community events of a large nature under the direction of a supervisor.
- *-- Answers phone when other employees are occupied; responds to requests of a detailed and complex nature; offers information specific to the needs of the customer.

- *-- Utilizes seasoned technical skill; gathers and analyzes data and makes informed recommendations; may perform editing of a technical nature on documents and reports; drafts correspondence; performs complex and detailed record keeping; completes and maintains records on expungements; responds to GRAMA requests; performs background checks on people or organizations; processes bar cards; interprets and explains policy to public and staff; calendars, schedules and arranges travel and other events; tracks and files complex law enforcement cases and documents; creates filing systems; utilizes investigative skills to resolve complicated issues; prepares paperwork, proclamations, etc. for meetings; enters data in national computer database for TAC and/or other purposes; assists with audits on proper computer usage; registers sex and kidnap offenders in database.
- *-- Writes and edits complex reports and documents using an in-depth knowledge of office procedures and processes; utilizes functional knowledge of resources within the department and community to resolve customer problems; studies state and municipal code, industry regulations, and legal requirements; researches and analyzes a variety of issues; assists officers with information from detailed law enforcement databases and files.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Associates degree and two (2) years office administrative experience or an equivalent combination of education and experience.

Supervisory Requirement

- Trains or assists other employees in a variety of tasks and processes; prioritizes others' work and projects; performs lead work in the absence of a supervisor; provides program coordination including total administrative support with no people supervisory responsibilities.

Necessary Knowledge, Skills and Abilities

- In-depth knowledge of office practices and procedures; in-depth knowledge of the proper use of grammar, punctuation and spelling; working knowledge of the department and the functions it performs.
- Skill in using telephone, computer, fax machine, copier and other general office equipment.
- Ability to use Word, Word Perfect, PowerPoint, Excel or any other software applicable to the organization.

- Ability to prioritize and plan work daily.
- Ability to type data entry quickly and accurately.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public and to maintain confidentiality.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheet and database software; phone; copy and fax machine, and other equipment pertaining to this position.

PHYSICAL DEMANDS

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

- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.