

## CITY OF COLLEGE PARK, MARYLAND

### CLASS SPECIFICATION

**CLASS TITLE:** ADMINISTRATIVE ASSISTANT

**FLSA Status:** Nonexempt

**GENERAL CLASS DESCRIPTION:** The para-professional positions in this classification perform a variety of responsible administrative duties in support of an assigned department, unit or office. Work may involve the provision of secretarial support to the head of the department, unit or office in addition to overall program support and special project activities. May supervise other clerical and administrative positions. Must be well versed in the programs, activities and procedures of the assigned department, unit or office. Must exercise considerable independence and work is performed under general supervision. Reports to the head of the department, unit or office.

#### **ESSENTIAL JOB FUNCTIONS:**

**The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned depending upon the assigned department, unit or office.**

- Performs a variety of special projects. Conducts special studies which involves determining research methodology, persons and sources of relevant information, contacting organizations and individuals, collecting and analyzing information and preparing reports of findings, recommendations and results
- Researches and prepares bid packets, contracts and grant applications. Assists with evaluating proposals and selecting contractors.
- Schedules and prepares materials for meetings and hearings. Represents the department, unit or office at meetings and hearings. Prepares reports and/or minutes of meetings and hearings.
- Plans, promotes and produces special events.
- Prepares letters, municipal infractions, lien transmittals, newsletters, announcements and other documents; answers questions to persons or groups requesting information or assistance from the department, unit or office.
- Serves as the department, unit or office contact person for City officials and staff, County, State and Federal agencies, private and community organizations and the public.
- Supervises subordinate staff to include assigning, directing and reviewing work, conducting performance evaluations.
- Maintains directly, or through subordinate staff, public and internal records, files and automated databases in compliance with related policies, laws, rules and regulations.

#### **KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.**

##### **Technical Knowledge:**

- General knowledge of the practices and procedures, programs, and functions of the assigned department, unit or office.
- Considerable knowledge of the administrative practices and procedures relating to the support of an executive, department, unit or office, and some knowledge of supervising the work of others.

## ADMINISTRATIVE ASSISTANT

- Considerable knowledge of the procedures for entering, retrieving and manipulating data in an automated environment.

### **Physical Requirements:**

- Ability to operate a variety of office equipment.

### **Language Ability & Interpersonal Communications:**

- Ability to communicate effectively with all levels of City and other government officials, public and private agencies or groups and the public.
- Ability to read and interpret manuals, ordinances and other related documents pertaining to the activities of the assigned department, unit or office.
- Ability to prepare a wide variety of reports, correspondence and other documents pertaining to the activities of the department, unit or office to include design, development, composition and style content.
- Ability to plan, supervise and evaluate the work of subordinate clerical staff.
- Ability to read and follow oral and written instructions.

### **Environmental Adaptability**

- Work is performed in an office environment.

### **ACCEPTABLE TRAINING AND EXPERIENCE**

Associate's degree in business, office management or position related field and 3 -5 years of progressively responsible administrative experience preferably in support of a municipal department, unit, office or executive; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

*College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*