



## CLASS SPECIFICATION

Class Code:	60000163
Date Established:	07/1980
Last Reviewed:	11/2024
Last Revised:	11/2024
Last Title Change:	
FLSA:	exempt
Probation:	12 months

### ADMINISTRATIVE ASSISTANT II

#### **DEFINITION**

Under general supervision, provides administrative staff support in planning and coordinating daily departmental activities; conducts varied analytical studies regarding budgeting, management organization, work procedures, policy development or related administrative assignments; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Two years of full-time experience providing administrative support to include assisting with program and/or project management, budget monitoring and tracking, and developing recommendations for policies, procedures, and/or process improvements AND a bachelor's degree from an accredited college or university in public administration, business administration, political science or a closely related field; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

May require a valid driver's license at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision.

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Provide staff support to division/department including coordination and organization of services and activities; confer with management on administrative issues and provide recommendations for organizational or procedural changes affecting support activities, work methods, techniques, systems and equipment.

Direct and participate in special projects, programs, assignments and activities by coordinating the activities of involved staff, collecting and analyzing information on a variety of issues affecting departmental/divisional activities such as program effectiveness, operations, workflow improvement/simplification, or implementation of cost reductions to identify alternatives and provide recommendations for change.

Develop recommendations by researching current practice and other criteria to formulate and create new systems or revise established systems and procedures.

Prepare and present written and oral reports containing detailed findings and recommendations to address various administrative problems and improve services, functions and programs.

Perform a variety of administrative duties for management such as managing staff report submittal process, conducting research and/or analytical studies, purchasing, personnel/payroll, contract administration, payment tracking and agencies/customer billings; represent management/administration at meetings or other venues as assigned.

Formulate, prepare and monitor assigned budget(s) by recommending expenditures, monitoring approved budget(s), coordinating the fiscal management of administrative accounting systems, capital outlay, capital projects, fund reconciliation, and auditing fiscal records to ensure financial integrity.

Develop, evaluate, and present a variety of complex and department specific documentation to include meeting agendas, staff reports, presentations, legal documents, map documents, technical reports, plans, and specifications.

Implement and interpret operating policies and procedures to assist in the installation of new operating methods and procedures.

Coordinate and oversee assigned services and activities with other programs, divisions, departments, outside agencies/organizations and others to ensure compliance with relevant local, state and federal guidelines.

Initiate and maintain a variety of resource materials, files and records (computerized and manual) for areas of assignment; maintain control files on matters in progress; maintain and update resource materials to aid in efficient departmental operations.

Supervise assigned staff including staff selection, assigning, scheduling, and reviewing work, providing training in proper work methods and procedures, performance evaluation, coaching and mentoring, providing professional development, and implementing discipline and conflict resolution procedures when necessary.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance Level** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Departmental/divisional practices, policies and procedures.

Organizational structure of Washoe County as it relates to programs, activities, and functions of assigned area(s).

Federal, state and local laws, statutes, codes, regulations and standards pertaining to the area of assignment.

Organizational functions and financing of federal, state and local programs.

Terms and acronyms commonly used in the assigned function.

Management information systems and software used in the assigned area.

Countywide personnel policies such as sexual harassment, discrimination and EEO.

Budget development methods and administration.

#### **Ability to:**

Understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities.

Select, supervise and evaluate the performance of assigned staff.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

#### **Knowledge of:**

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Methods and techniques of statistical and administrative data collection and report preparation.

Principles of public and/or business administration.

Office management and administrative practices, techniques, and methods.

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

A variety of computer software to include Microsoft Office Suite applications.

Accounts maintenance and governmental budgeting techniques.

**Ability to:**

Plan, coordinate and direct administrative operations to accomplish established goals and objectives and optimize efficiency.

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Evaluate operations, including work processes and procedures, to determine their effectiveness and efficiency.

Plan and organize work to meet schedules and timelines.

Read, interpret, apply and explain pertinent laws, statutes, codes, regulations and standards including administrative and departmental policies and procedures.

Research, compile, tabulate, analyze and interpret data and information.

Write clear and comprehensive administrative summaries, reports and other documents.

Operate a personal computer and effectively utilize software to perform assigned job duties.

Communicate in a clear, concise manner, both orally and in writing.

Effectively represent the programs, operations and functions in the area of assignment to the public, other County staff and other government agencies.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry up to 25 lbs.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*