



## CLASS SPECIFICATION

Class Code: 60000174  
Date Established: 04/1981  
Last Reviewed: 11/2024  
Last Revised: 11/2024  
Last Title Change:  
FLSA: non-exempt  
Probation: 12 months

### ADMINISTRATIVE ASSISTANT I

#### **DEFINITION**

Under supervision, provides administrative staff support related to departmental/divisional budgeting, management, organization, work procedures, policy development or related administrative assignments; and performs related work as required.

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

One year 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**

May exercise 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; recommendations for organizational or procedural changes affecting support activities; recommendations for improvements in work methods, techniques, systems and equipment.

Conduct, coordinate, supervise and monitor special projects, programs, assignments and activities; collect, compile and analyze 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.

Perform a variety of administrative duties for management such as managing staff report submittal process, conducting research and/or analytical studies, purchasing, contract administration, payment tracking and agencies/customer billings.

Formulate, prepare and monitor assigned budget(s) by recommending expenditures for designated accounts, monitoring approved budget(s), coordinating administrative accounting systems 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.

Coordinate/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.

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

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 efficient departmental operations.

May 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** *(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.

Terms and acronyms commonly used in the assigned function.

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

Management information systems and software used in the assigned area.

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

#### **Ability to:**

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

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.

Principles of public and/or business administration.

Office management and administrative practices, techniques, and methods.

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

Basic procedures, methods and techniques associated with monitoring budgetary accounts.

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

**Ability to:**

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

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

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.

Plan and organize work to meet schedules and timelines.

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

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

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.*