



## ADMINISTRATIVE SPECIALIST - CONFIDENTIAL

Bargaining Unit: Unrepresented Non-Management

### DEFINITION

Under general supervision, provides a wide variety of administrative and secretarial support within the City Manager's office or another City department; coordinates office activities; and, performs other related work for an assigned department/division as required.

### CLASS CHARACTERISTICS

This class is distinguished from the Administrative Assistant series by the former requiring a broader understanding of City functions, and a greater emphasis on preserving the confidentiality of sensitive information and the performance of highly technical assignment involving functions of the assigned department.

### EXAMPLES OF DUTIES (*illustrative only*)

Duties may include, but are not limited to:

- Researches, synthesizes, and compiles data for informational purposes, projects, or special reports or summaries.
- Implements and manages department filing system including records retention schedules.
- Answers telephones and receives visitors.
- Schedules appointments, maintains calendars and arranges and coordinates meetings and events.
- Opens, sorts, and distributes mail.
- Processes invoices.
- Maintains confidential office files, records, and indexes.
- Accurately drafts and prepares letters, contracts, agendas, documents, memos, meeting minutes, reports, and correspondence.
- May assist in the development and administration of the annual program and/or departmental budget.
- When assigned to the City Manager's office, supporting the City Clerk in preparing, routing for signature, and scanning City documents.
- Performs other duties as assigned.

### MINIMUM QUALIFICATIONS

#### **PATTERN I**

**EXPERIENCE** - Two years of experience as an Administrative Assistant III with the City of Union City.

OR

**PATTERN II**

EDUCATION - A Bachelor's degree from an accredited college or university.

AND

EXPERIENCE - One year of administrative support or secretarial experience.

OR

**PATTERN III**

EXPERIENCE - Five years of administrative support or secretarial experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Federal, state, and municipal laws and procedures
- Departmental operations, goals, policies and procedures.
- Modern office practices and procedures
- Software applications and office equipment related to the work
- Mathematics, including basic statistics and accounting principles
- Proper English grammar, spelling, punctuation, etc.

Ability to:

- Interpret, explain, and apply policies and procedures
- Communicate effectively, orally and in writing, with a wide variety of audiences
- Interpret and apply guidelines, procedures, and directions accurately and efficiently
- Prioritize multiple work assignments and meet critical deadlines
- Analyze problems, evaluate alternatives, and make sound recommendations
- Perform data collection, analysis, and entry
- Prepare charts, reports and/or narrative summaries
- Establish and maintain accurate and confidential records and filing systems
- Establish, and maintain effective work relationships with those contacted in the performance of duties
- Work independently and as part of a team
- Demonstrate initiative
- Exercise independent judgment

LICENSES AND CERTIFICATES:

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work

locations in a timely manner, is necessary to perform the essential functions of the position.

Notary Public, or the ability to obtain, within six months of appointment, and maintain as a condition of employment. The City will pay for training and license fees.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

*Travel: Positions in this class may require local and statewide and interstate travel as necessary.*