



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 302.2

Job Title: **ADMINISTRATIVE ASSISTANT**

Pay Grade: 17

GENERAL SUMMARY:

Performs professional administrative functions related to the development and implementation of policies and procedures in the assigned department.

RESPONSIBILITIES:

- Interprets and implements basic rules, regulations, policies and procedures in day-to-day department operations.
- Drafts correspondence, reports and other documents; proofs/edits documents for accuracy, content and format.
- Prepares periodic and special reports; compiles information and maintains department reference information.
- Investigates problems/potential problems by means of written and verbal communications; prepares findings and recommends solutions.
- Organizes inventorying, cataloging, retention and retrieval of department documents.
- Assists in the coordination of department staff services, such as personnel, purchasing, storekeeping, public relations and office management.
- Conducts administrative research and long-range planning studies on special management activities.
- Assists with department budget preparation and monitoring.
- Represents the department head at staff meetings and some conferences; acts as liaison to designated private agencies and organizations.
- Performs other duties as requested.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

EXPERIENCE:

One year of administrative experience is required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Administrative Aide
 - Administrative Associate
 - Administrative Assistant
 - Administrative Specialist
 - Administrative Coordinator
- OR
- Administrative Assistant (Executive Level)
 - Administrative Specialist (Executive Level)
 - Administrative Coordinator (Executive Level)