



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 302.1

Job Title: **ADMINISTRATIVE ASSOCIATE**

Pay Grade: 13

GENERAL SUMMARY:

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

RESPONSIBILITIES:

- Compiles data for use in a variety of reports, surveys, inventories and studies.
- Composes, edits and prepares correspondence, speeches, reports, directives, etc.
- Maintains, prepares, revises and disseminates department rules, regulations, policies, procedures and other pertinent reference information.
- Assists in department budget preparation and monitoring.
- Assists in planning and implementing department sponsored activities and programs.
- Coordinates special projects and conducts field investigations to evaluate project progress.
- Provides technical guidance and assistance to clerical staff.
- Performs other duties as requested.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

No experience is required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

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 typically lead to minor inconvenience and 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.

SPECIFICATIONS: (Continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with clerical and technical staffs and occasionally with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity, which requires common courtesy; e.g., directing calls and answering simple questions.

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	OR	Administrative Assistant (Executive Level)
Administrative Specialist	OR	Administrative Specialist (Executive Level)
Administrative Coordinator	OR	Administrative Coordinator (Executive Level)

Effective: October 1990

Revised: March 2017