CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 302.3

Job Title: **ADMINISTRATIVE ASSISTANT (EXE LEV)**

Pay Grade: 17

GENERAL SUMMARY:

Performs responsible administrative functions relative to the development and implementation of policies and procedures in the assigned department. Reports directly to a division head and/or handles material and information of a somewhat sensitive nature.

RESPONSIBILITIES:

- Interprets and implements basic rules, regulations, policies and procedures in day-to-day department operations.
- Prepares, edits and revises correspondence, reports and other documents.
- Prepares periodic and special reports, compiles the information and maintains department reference information.
- Investigates problems and potential problems by means of written and verbal communications, prepares findings and recommends solutions.
- Organizes the 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 and acts as liaison to designated private agencies and organizations.
- Performs other duties as requested by the division head, including handling materials and information of a somewhat sensitive nature.

SPECIFICATIONS:

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

EXPERIENCE:
One year of administrative experience is required.

SUBSTITUTIONS:
Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

A Master’s degree may be used in lieu of required experience.

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	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
Revised: January 2024