CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 333.3

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

Pay Grade: 20

GENERAL SUMMARY:

Performs various clerical and general administrative activities for a City Council Member.

RESPONSIBILITIES:

- Assists with various clerical, secretarial, administrative and business activities such as composing and typing correspondence and scheduling appointments.
- Acts as liaison between the Council Member's office and city departments.
- Responds to inquiries and complaints regarding policies and procedures.
- Assists with interpreting administrative policies and transmits information to the public concerning specific operations and procedures.
- Assists with improving departmental operational efficiency.

SPECIFICATIONS:

KNOWLEDGE:
Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

EXPERIENCE:
One year of administrative experience is required.

SUBSTITUTION:
College education may substitute for experience.

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. 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:
Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:
No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors. 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 requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

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 closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

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

JOB FAMILY:
Council Administrative Assistant
Council Research Assistant
Senior Council Aide

Effective: October 1990
Revised: March 1996
Revised: February 2023