

## **ADMINISTRATIVE ASSISTANT - 078**

### **DEFINITION OF WORK**

Under regular supervision, performs routine professional work as an assistant to the department or division head; does related work as required.

### **EXAMPLES OF WORK**

Conducts research on policy questions, proposed ordinances or ordinance revisions; prepares memoranda and letters for signature of supervisor; assists with preparation of budgets and oversees expenditure of funds; follows up and carries out administration directions; plans and oversees work of others; assists department or division head with a variety of administrative assignments; receives, reviews and authorizes requests for services and permits of related matters; may serve as office manager in an assigned area.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Any combination of education and experience equivalent to a bachelor's degree in public or business administration or a related field, and some experience in local government work.

**Knowledge, Skills and Abilities:** Some knowledge of the principles, practices and techniques of public or business administration; some knowledge of agency objectives and work programs; ability to conduct research and knowledge of statistical techniques; ability to write clearly, simply and effectively; some knowledge of modern office practices and procedures; ability to establish and maintain effective working relationships with co-workers and the general public.