

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

ADMINISTRATIVE ASSISTANT-FINANCE

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Support Staff/Secretarial/Office Series
FLSA Status: Non-Exempt

Bargaining Unit: Non-Represented Employees
Approved by City Council: December 3, 2012
Resolution No.: 2012-65

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the direction of the Director of Finance, this position assists in the operations of the Finance Department by handling, supervising and/or coordinating a number of administrative duties. In addition to acting as Department Secretary, the Administrative Assistant in Finance is responsible for coordinating all non-public safety telecommunications issues, including cellular service, and all non-public safety information technology issues and systems, performs related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Administers the Information Technology (IT) system for the City by reviewing daily network service and financial system;
- Troubleshoots problems, resets passwords, adds new users and installs upgrades;
- Coordinates software programs contracts;
- Works with City staff on Information Technology (IT) policy and procedures;
- Coordinates the contract for camera system and schedules repairs;
- Assembles the City's annual budget;
- Assists in the preparation of various financial presentations;
- Serves as the Chairperson of the City's inter-departmental Information Technology Committee;
- Coordinates all telecommunications service; including new service, maintenance, billing, cellular, data, auto attendant, and voicemail;
- Coordinates and insures the optimum operation and upgrades of the City's computer network system and software and the Finance Department financial system;
- Responsible for the optimum operation of the Finance Department printers, copiers, fax and signing machines;
- Interacts with City staff, vendors, consultants, and the general public;
- Plans, organizes, and performs a wide variety of administrative tasks and individual assignments given by the Director of Finance;
- Types, proofreads, and frequently prepares a variety of complex and confidential reports, letters, memorandums and other material;
- Receives and screens the Finance Department mail and telephone calls;
- Arranges travel, hotel reservations and registration fees for conventions, conferences, seminars, and workshops;
- Initiates and maintains the retention of the Finance Department filing system, financial reports, revenues, payments, payroll, payables, and all general documentation related to the Finance Department operations;

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(Continued)

- Under the direction of the Finance Director, reviews and monitors the City's bank accounts balances and cash flow on a daily basis;
- Administers department or division payroll systems and time records;
- Schedules meetings, notifies participants, and posts notices;
- Prepares and calendars employees' personnel action forms and performance evaluations;
- Prepares and distributes monthly departmental reports;
- Apply accurate English usage, spelling, grammar, and punctuation to written materials;
- Compose and prepare routine correspondence independently;
- Helps prepare, review and edit reports to City Council and committees;
- Exercises appropriate judgment, initiative, tact, courtesy and discretion in dealing with confidential and/or sensitive matters;
- Explains City and departmental policies to staff and public;
- Attends staff meetings and committee meetings;
- Serves as communication link to community members, City staff and other government agencies;
- Assigns and reviews work to assure timely and efficient completion of office staff assignments;
- Operates a variety of standard office equipment and machines which may include some but is not limited to the following: personal computer and related software, scanner, calculator, photo copying machine, shredder, fax machine, telephone, dictating equipment, etc.;
- Assumes responsibility for ensuring that the duties of the position are performed in a safe, and efficient manner;
- Performs other related duties as assigned or as situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Good customer service practices;
- Functions and operations of Municipal Government and budgeting practices.
- Understanding of telecommunication equipment and information technology systems.
- Working knowledge of common office software programs such as Word, Excel, PowerPoint, and Publisher and other financial software;
- File, research and document organization in computer applications;
- Office policies, procedures and practices;
- Municipal Government technology;
- Business letter writing and business forms;
- Correct grammar usage, punctuation, spelling and vocabulary.

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Skills:

- Mathematical calculations such as addition, subtraction, multiplication and division;
- Possess skills in word processing, correspondence, spreadsheets and reports using a personal computer and word processing software applications;
- Type/word process at a rate of 55 words per minute accurately from clear, legible copy;
- May take verbal or taped dictation of 80 words per minute.

Ability to:

- Perform difficult and confidential secretarial work;
- Sort and verify statistical and other financial record data;
- Organize and maintain complex filing and record keeping systems;
- Analyze difficult administrative problems and develop sound conclusions and recommendations;
- Organize and prioritize, and follow-up work assignments;
- Train, supervise and provide direct work to subordinate staff;
- Demonstrate work initiative and good judgment;
- Types letters, memorandums and reports as directed by department or division head;
- Compose correspondence independently and/or from rough draft;
- Exercise independent judgment using discretion in making decisions based on standard policy or procedure;
- Independently manage a large volume of work assignments with a high degree of accuracy;
- Work independently under minimal supervision;
- Prepare and maintain important confidential reports and correspondence;
- Establish professional working relationships and resolve interpersonal conflicts;
- Effectively represent the department to concerned individuals, organizations and other public officials;
- Serve the public with tact and courtesy;
- Communicate effectively, verbally and in writing;
- Function in a team oriented environment;
- Deal effectively with all levels of employees and the public;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Format information such as lists, tables, documents, correspondence, etc.;
- Observe safety principles and work in a safe manner;
- Handle confidential information with discretion;
- Understand and interpret the Municipal Code, MOU's, administrative policies and departmental rules, and other City policies related to job duties;
- Administer departmental/division records and organize and maintain complex filing and record keeping systems;
- Willingness to work overtime as requested.

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Education and Experience Guidelines – Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- Graduation from an accredited community college with the equivalent of a two (2) year Associate of Arts Degree; graduation from an accredited four (4) year college or university with a degree in Public Administration, Business Administration, or closely related field would be highly desirable.

Experience:

- Five (5) or more years of responsible, progressive administrative/secretarial relevant support work experience, preferably including some experience working with a local government agency. Additional relevant experience may substitute for some college education.

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record;
- May be required to obtain a Notary Public License.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

IT/Telecommunications assignment Pay:

- The qualified employee in this position should receive assignment pay for the assigned duties in Information Technology and/or Telecommunications.

Bilingual Pay:

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.