



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Administrative Assistant	BAND/LEVEL:	ADM III
DEPARTMENT:	Varies	JOB NO:	4120
DIVISION:	Varies	DATE:	12/1/2017
REPORTS TO:	Varies	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	Varies
REPLACES:	Administrative Assistant	LAST REVISED DATE:	03/25/2012

JOB SUMMARY STATEMENT: Performs a variety of administrative support duties. Types routine to complex correspondence, reports and other documents. Compiles data and prepares statistical reports. Establishes and maintains manual and computerized files, records, and logs. Answers questions and provides information. Answers phones and takes messages. Processes invoices and purchase orders. May have various other duties.

DUTIES AND RESPONSIBILITIES:

1. Types and proofreads a variety of routine to complex documents including general correspondence, reports, memos, letters, forms and statistical charts; types from rough draft, verbal instructions or recordings from one or more members of management or staff. Maintains division files.
2. Compiles data for statistical and financial reports; maintains a variety of statistical records; checks and tabulates basic statistical data; and prepares statistical reports.
3. Establishes, organizes and maintains filing systems which may include record keeping for various funds and expenditures; inventory records and other department and program files.
4. May attend meetings, take minutes and transcribe as necessary; coordinates and participates in the preparation and processing of agendas; ensures that staff reports are typed; ensures that agenda packet is complete; coordinates the duplication collation and distribution of agenda packets.
5. May review, process and issue permits; calculates and collects fee to be charged; and enters information into a work management system.
6. May process and track citizen requests for service in a work management system.
7. May act as a receptionist; answers telephone and waits on general public; provides routine and general information on departmental and City policies and procedures as required; refers telephone calls to appropriate department personnel.
8. May receive, sort and distribute mail.
9. May maintain calendars and schedules of activities, meetings and various events; sets up meetings and appointments; coordinates activities with other City Departments, the public and outside agencies; coordinates travel arrangements; and ensures that meeting facilities are prepared.
10. May process personnel, payroll and purchasing information; order and maintain office supplies; and reconcile invoices.

11. May monitor and dispatch calls on two-way radio. Involves monitoring radios and answering incoming transmissions, transmitting pertinent information to field crews and relaying requests or other reports to other personnel or agencies as needed. Provides dispatching services as needed during emergency operations, including snow removal.
12. Performs miscellaneous and general office duties as needed.
13. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
14. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education which includes courses in typing, basic mathematics, bookkeeping, and operation of office machines and personal computer (word processing, spreadsheets, and Presentations) or an equivalent combination of education and work experience.
- If the job is required to access the Kansas Criminal Justice Information System, you must be at least 18 years of age.

EXPERIENCE:

- Two to three years administrative and clerical experience including use of PC.

SKILLS:

- Basic math and accounting skills.
- Good oral and written communication skills.
- Interpersonal skills.
- Proficient typing and data entry skills.
- Good listening skills.
- May require shorthand or dictaphone skills.
- Working knowledge of word processing, spreadsheets, databases, eMail, and calendaring computer software applications.

MENTAL REQUIREMENTS:

- Analytical skills.
- Ability to prioritize multiple tasks.
- Ability to work independently.
- Ability to learn and understand PC software applications.
- Diplomacy and judgement.
- Organizational skills.
- Ability to work in hectic environment with many interruptions.
- Ability to comprehend and protect confidential and sensitive information .
- Concentration.
- Alpha and numeric recognition.

PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to input computer, operate typewriter, calculator and other office equipment.
- Ability to make and receive phone calls.
- Ability to operate two-way radio.
- Visual stamina and acuity adequate to review alpha/numeric data and to spend long periods looking at computer screen.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.