



JOB DESCRIPTION

Administrative Operations Assistant

Date Prepared: January 2014

SUMMARY: Under general supervision, performs advanced clerical record keeping and training functions utilizing specialized computer software programs; verifies invoices and work orders; maintains, enters, adjusts, and researches inventory, equipment, and permit records; enters and adjusts inventory and permit amounts; purchases materials, supplies, and equipment; completes and updates department regulatory reports; and performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Utilize department specialized computer software programs; and train other employees on software programs.
- Review work orders generated from department staff for completeness and accuracy; and compile work order data and records; and generates reports for various departments.
- Prepare daily, weekly, and monthly service schedules; type memos, correspondence, official documents, forms, reports, schedules, permits, and statistical data.
- Conduct transactions with other employees and the public, and provide support and assistance to other staff positions; copies records and documents; answer public inquiries at the counter and over the telephone; transcribe written material from notes or tapes; provide status information to employees, contractors, and vendors.
- Coordinate the purchase of multiple division's standardized supplies, materials, and equipment; maintain an accurate list of inventory; receive checks and stocks supplies; coordinate departmental safety and training programs, including the tracking of program status, updating, distribution, and filing of reports and correspondence.
- Review vendor invoices for accuracy and coding; prepare monthly expenditure reports for City departments; Receive and log purchase requisitions for departmental supplies.
- Obtain bids and prepare requests for annual purchase orders; review requisitions for clarity, accuracy, and completeness; correct and amend requisitions, as necessary; coordinate special purchases with Buyers; code all invoices with correct budget expenditure codes; solicit, receive, and analyze estimates for competitive cost and consistency with department needs.
- Operate all City vehicles and equipment in a safe and efficient manner; perform relief clerical duties in the absence of other clerical staff; and perform related duties, as required.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent, supplemented by related college course work, and two years of advanced technical clerical experience, which include proficient experience in computer software and database programs. Actual required experience should be related to specific department vacancy. Must type accurately at a net speed of 30 words per minute.

Knowledge of:

- Filing methods and record keeping to maintain accurate information in alphabetical, chronological and/or numerical order.
- Modern office practices, procedures, and equipment.
- Use of 10 key calculator and other business machines.
- Departmental policies, operations, and goals.
- Principles and practices of computerized software procedures.
- Inventory control systems.
- Basic policies and procedures of purchasing.
- Word processing, spreadsheet and database software.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Accurately and concisely compiling data and balancing accounts.
- Performing complex mathematical calculations with speed and accuracy.
- Balancing reports and identifying errors quickly; and working independently with minimum supervision.
- Proofreading and identifying errors with spelling, grammar, punctuation, English usage, and statistics.
- Learning and interpreting various regulations, including the municipal codes pertaining to various departments; evaluating the quality and cost of supplies, materials, and small equipment to make the most economical purchases.
- Maintaining adequate inventory controls and stock replacement procedures.
- Accurately typing; maintaining records and preparing reports.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

Possession of a valid unrestricted California Class "C" driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment, in close proximity to other workers, and includes local travel in a City vehicle. Incumbent may be exposed to loud noises, fumes, and constant interruptions. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes and/or utilizing a hand dolly to lift and transport materials and supplies weighing up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, if assigned, which may include weekends, holidays, evenings, and/or varying shifts.