

**CITY OF SALINA**  
**POSITION DESCRIPTION**

CLASS TITLE: Admin Assist II                      GR: G   FLSA: NE                      DATE: 01/05/2016

DEPARTMENT: Public Works                      DIVISION: General Services

REPORTS TO: Operations Manager              APPROVED: \_\_\_\_\_              JOB CODE: 1056

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**GENERAL DESCRIPTION:**

Under general supervision, performs a wide variety of administrative duties for a division head; maintains financial, personnel and operational records; applies bookkeeping principles in the keeping of specialized and complex accounts within a complete bookkeeping system of moderate difficulty together with the performance of related office functions. Work varies, requiring individual judgment within generally prescribed standards and procedures.

**TYPICAL DUTIES:**

- Composes and types routine correspondence; keeps and maintains operational, financial and payroll records and files; prepares reports as required; prepares bills and notices; prepares and processes accounts payable
- Prepares, reconciles, files, and maintains city fuel supply and fleet maintenance records; prepares monthly and annual reports
- Handles and interprets technical materials; requests, maintains and accounts for materials, supplies, and limited office funds
- Screens office and phone calls; furnishes information requested; schedules appointments and use of facilities; handles office mail; dispatches messages by computer, phone or radio as necessary; prints and maintains route books and computer-based warehouse inventory
- Receives customer questions, responds to inquiries and writes service orders; documents customer interaction; assesses charges and invoices customers
- Trains new clerical employees, assists supervisors with evaluation process; assists in interviewing prospective employees; processes confidential information regarding personnel and proposed actions
- Coordinates approval of barricade permits and special events
- Assists in preparation for meetings and hearings; provides backup for the clerical employees in companion departments and/or divisions
- Performs overtime as required and other duties as assigned.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:**

None.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Any combination of education and experience equivalent to graduation from high school including post high school courses in typing, bookkeeping, computer applications and other clerical functions, and four years of progressively responsible clerical work. Demonstrated knowledge of Microsoft Office, with skills in Access, Excel and Outlook preferred.

**RESIDENCY REQUIREMENTS:**

None

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Type accurately at or above 60 words per minute. (Daily)

Maintain and exhibit discretion at all times when handling confidential information. (Daily)

Prepare, organize and file records, reports and other documents. (Daily)

Receive and forward messages accurately (Daily)

Properly account for materials, supplies and funds. (Daily) Maintain and improve knowledge of office procedures, machine operations, city operations and policies. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Work Type:** Light, exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

**Climbing/Balancing:** Minimal, ability to sit and stand

**Walking:** Minimal amount required

**Stooping/Bending:** Frequently

**Stand/Sit:** Sit about 65 percent of the time

**Reaching:** Frequent, overhead as well as horizontal

**Vision:** Adequate to perform essential job functions

**Color Vision:** Adequate to perform essential job functions

**Hearing:** Adequate to perform essential job functions

**Speech:** Frequently express ideas and be understood

**Eye/Hand/Foot Coordination:** Frequently operates equipment requiring moderate ability

**Manual Dexterity:** Frequently operates equipment requiring moderate ability

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Inside/Outside:** Work inside

**Cold/Heat:** Controlled

**Wet/Dry:** Controlled

**Noise/Vibrations:** Office equipment

**Hazards:** None

**Fumes/Dust/Odors:** No exposure

**Infectious Diseases:** Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen and apply information and instructions.

Ability to organize files and effectively retrieve data.

Ability to comprehend and apply computer software principles.

Ability to understand mathematical concepts to include basic arithmetic.

Ability to schedule appointments.

Ability to work under some stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computer, printer, copier, scanner, adding machine, calculator, telephone, fax, two-way radio and typewriter

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.