

ADMINISTRATIVE ASSISTANT

PURPOSE AND NATURE OF WORK

The purpose of positions in this classification is to assist either a Departmental Director or a Manager of a larger division by relieving said superior of a variety of administrative tasks. Duties require the exercise of experienced judgment and the application of knowledge of government organization and programs in meeting a wide variety of work problems involving continual public and/or intra- and inter-departmental relations. The work includes a variety of tasks designed to relieve the superior of details by the review of materials, assembly of factual information, and the transmittal and interpretation of management actions. The Administrative Assistant may be responsible for the day-to-day routine operations of the office where assigned. Assignments are received in the form of general outlines or desired results, and the employee is expected to develop methods or procedures in arriving at assigned objectives.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Personally handles various phases of a superior's work load as assigned; follows up on assignments to determine progress or the extent of completion. Conducts assigned research, procedural and administrative studies, and prepares reports embodying proposed or recommended solutions or courses of action. May coordinate day-to-day activities; prepare applications for various Federal grants; or participate in the formulation of departmental policies and procedures. Prepares reports and communications independently on routine matters, and after consultation on the more technical or controversial problems. Answers a broad variety of routine correspondence, and answers questions in person and by telephone relating to operations, procedures, and like matters. Secures important statistical data for factual presentation for review and analysis. Keeps superior posted on the progress of many projects in operation, and transmits directions and orders to the various agencies handling these projects. Assists in the preparation of the annual budget. Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of City-Parish organization and functions and the relationships within the City-Parish government and with other levels of government.

Knowledge of the principles of standard record maintenance and good public relations techniques.

Knowledge of the basic principles of public administration.

Knowledge of research methods, and techniques and methods of report presentation.

Ability to assemble, organize and present, in written or oral form, financial or factual information devised from a variety of sources.

Ability to establish and maintain effective working relationships with other employees, municipal and other governmental officials, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an approved college or university with major course work in Business or Public Administration, Management or a related field, and experience in performing public contact and coordination work; or any equivalent combination of training and experience.