

SENIOR ADMINISTRATIVE ASSISTANT

JOB TITLE: Senior Administrative Assistant

GRADE: 19

JOB CODE: 1110

DATE: 3/20/95

GENERAL FUNCTION: Provides staff assistance of substantial difficulty for the Director of Department in a variety of technical and administrative matters. Assignments are varied and require considerable knowledge, skills and abilities. Incumbent would be granted independence and latitude in accomplishing work assignments. The incumbent may also oversee and direct several of the administrative activities of the department, including financial management, personnel, office automation, maintenance of records, purchasing of equipment and supplies.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES: Reviews and analyzes complex problems involving technical and departmental systems and processes, manpower utilization and operating procedures, makes recommendations for their solution or implements solutions with approval of Director.

Assists in designing new systems relating to policy changes, office automation, financial management system(s), makes recommendations to supervisor and/or implements new system or modifies existing system.

Prepares budgetary service information in accordance with program goals and objectives.

Supervises supportive personnel assigned. Interviews, selects and trains new employees.

May oversee financial management system which could include collection of monies, billing for services, and works with third-party payers assuring timely payment.

Interprets laws, rules and regulations to agency staff related to administrative activities.

Attends workshops and meetings as appropriate and share information with staff through in-service, staff meetings, and correspondence.

Monitors organizational unit budget status and makes recommendations for internal adjustments necessary to stay within budget.

SUPERVISION RECEIVED: Recommends policies in functional area(s); incumbent also sets goals and objectives in functional areas.

SUPERVISION EXERCISED: Provides direct supervision for staff assigned.

JOB TITLE: Senior Administrative Assistant (Continued)

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JOB SPECIFICATIONS:

Knowledge and Abilities: Ability to speak before groups of people. Ability to plan and coordinate the work of others. Ability to accomplish assigned tasks with a minimum of supervision and with only general direction. Ability to analyze data and reports, draw appropriate conclusions and make recommendations as necessary. Ability to meet the public and discuss problems and complaints tactfully, courteously, and effectively. Ability to manage the development, implementation and operation of projects and programs.

Minimum Education, Training, and Experience Requirements: Graduation from an accredited college or university with a bachelors degree with major course work in public or business administration, public health, community health, or closely related field.

Two (2) years of experience in an administrative, professional capacity.

** For promotional consideration an individual may be considered for this position if the individual has six (6) years of experience which provides the required knowledge, skills, and abilities.

Additional education in the field may substitute for the required experience on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description