

CITY OF BARTLESVILLE

SENIOR ADMINISTRATIVE ASSISTANT

Community Development

JOB SUMMARY

Under the general direction of the Community Development Director, Performs work of moderate to complex difficulty involving typing, filing, data entry, answering telephones, developing and preparing reports, forms, and documents utilizing a variety of computer programs as required by the various divisions or departments; performs other generalized clerical and administrative duties; provides information to departmental staff and the general public; operates various office equipment. **Essential Job Functions:** Provides responsible administrative work for a department director or division director of a large and complex department, or entire staff in a small department. Formats, types letters, memos, charts, labels, reports, or other correspondence. Types contracts, legal documents, or other documents containing complex terminology. Assists in preparing annual department operating budgets; monitors monthly expenditures; reviews departmental bills and works with vendor to correct billing discrepancies. Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes routine and non-routine matters independently. Answers telephones utilizing a multi-line system, takes messages, screens calls, provides information to callers, receives citizen complaints, and directs calls and messages to appropriate person. Interviews, screens, greets visitors and directs them to the appropriate area or individual; may answer various inquiries personally; provides information on departmental services and functions. Interacts with a variety of high-level individuals, both internally and within the community to provide information and assist in resolving administrative issues. Reports administrative and/or operational problems to supervisor. Coordinates and schedules appointments, meetings, or reservations at the request of staff. Takes, transcribes and distributes minutes and notes from a variety of sources. Coordinates agendas, attends board or commission meetings, takes notes on meeting activities, and types minutes for distribution. Relieves officials of routine administrative details such as checking operating reports for accuracy and conformance to policies and standards; monitoring and communicating departmental policies and procedures, and updating publications for final approval. Takes policy, service and information requests relating to governmental activities and refers to proper divisions for processing and providing information; updates and maintains service and information requests through complex record keeping; performs reference and statistical work on computers, maintains and files confidential and other specialized reports. Performs specialized research and statistical work on assigned subjects for staff and management. Opens, stamps, sorts, and distributes incoming mail. Prepares purchase orders and processes vouchers for payment. Prepares payroll time sheets and receives checks Orders office supplies to maintain sufficient inventory for office use. Prepares complex, routine and non-routine reports as requested; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decision, policies and instructions. May deal with sensitive and confidential personnel matters at the direction of the department director. Researches and compiles complex reports utilizing a variety of software. Performs other related duties as assigned. **Education and Experience:** High School diploma or GED; and, five to six years' experience performing general office duties such as typing, filing, and answering telephones; or, any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job. **Graphic Design** knowledge is preferred. **Licenses and Certifications:** None. **Knowledge of:** Correct English usage, including spelling, grammar, punctuation, and vocabulary. Internal departmental policies and procedures. External governmental bodies and agencies related to area of assignment. All computer applications related to performance of the essential functions of the job. Proficient with Microsoft Office Products. Standard business arithmetic, including percentages and decimals. Recordkeeping, report preparation, filing methods and records management techniques. Office administrative and secretarial practices and procedures, such as business letter writing and the operation of standard office equipment Basic accounting principles and practices. Basic budgetary principles and practices. **Skill In:** Typing from rough draft or printed text. Analyzing and resolving office administrative situations and problems. Using tact, discretion, initiative and independent judgment within established guidelines. Communicating verbally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner. Operating and routine maintenance of general office machines such as copiers, facsimile machines and telephone systems. **Mental and Physical Abilities:** Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth. Ability to understand and carry out written and verbal instructions, giving close attention to detail and accuracy. Ability to establish and maintain effective working relationships with others. Ability to draft and type correspondence. Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals. Ability to maintain confidential information. While performing the essential functions of this job, the incumbent is regularly required to walk, sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear. While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 10 pounds. **Working Conditions:** Work is performed in a normal office environment with little or no exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet. Must be able to work in a very stressful environment where constructive feedback from others is encouraged.

HOW TO APPLY: Submit Application at the City of Bartlesville Job's website. Link listed below:

<https://www.cityofbartlesville.org/city-government/human-resources/employment-application/>

Accepting applications October 1, 2021 through October 8, 2021 or until filled

Salary varies depending upon qualifications; salary starting at \$17.05

AN EQUAL OPPORTUNITY EMPLOYER

City of Bartlesville

401 S. Johnstone / Bartlesville, Oklahoma 74003 / (918) 338-4261/ JOB LINE 338-4278