



City of Phoenix ADMINISTRATIVE ASSISTANT III

JOB CODE 06050

Effective Date: 12/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to participate in and direct a staff engaged in highly complex and difficult administrative problems. An Administrative Assistant III works with more complex and difficult problems than the II level and must be qualified to give leadership and direction to professional staff performing diverse functions. The Administrative Assistant III has very substantial responsibilities in working with heads of other departments or divisions in coordinating, assembling, and preparing requests for obtaining grants from the Federal government for new and ongoing problems; and in assisting department management in the development of complex administrative reports, organization restructuring, detailed research projects, and preparation of sensitive documents and recommendations. Work is performed under the most general supervision, and is evaluated primarily on the basis of results achieved.

ESSENTIAL FUNCTIONS:

- Directs and supervises professional staff engaged in performing complex and difficult administrative problems;
- Participates in complex organizational and procedural analyses;
- Evaluates recommended organizational changes and reports on the merit of the recommendations;
- Prepares budget projections and develops cost estimates;
- Provides leadership and direction to specialists performing research work;
- Conducts financial studies;
- Supervises the preparation of a variety of public and administrative reports;
- Writes difficult and complex financial and administrative reports, correspondence, and internal memorandums;
- Assists department and division heads in installing management improvements;
- Makes oral presentations to City Council and management groups;
- Resolves customer or citizen complaints in accordance with established policies and regulations;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.



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- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- The principles, methods, and practices of municipal finance, budgeting, and accounting.
- Municipal administration problems and their solutions.
- Research techniques, methods, and procedures.
- Electronic spreadsheet, data base, and word processing computer applications.

Ability to:

- Analyze, interpret, and report research findings and recommendations.
- Perform a broad range of supervisory responsibilities over others.
- Comprehend and make inferences from written material in the English language.
- Review or check the work products of others for conformance with standards.
- Enter data or information into a terminal, PC or other keyboard device to use electronic spreadsheet, data base or word processing applications.
- Work cooperatively with other City employees and the public.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Communicate orally with other City employees, customers, and the public in face-to-face one-on-one settings, in group settings, or using a telephone.
- Observe, compare, or monitor data included in management reports to determine compliance with procedures.
- Explain technical budgetary problems in simple, non-technical language.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.



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ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of experience in public administration or research and finance, including one year of supervisory experience, and a bachelor's degree in public administration or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.