



City of Phoenix

Administrative Assistant III

Job Code:	06050	Job Function:	General Administration
Salary Plan:	001	Grade:	061
FLSA:	Exempt	Labor Assign:	ASPTEA
Benefit Cat:	007	EEO-4:	Officials and Administrators
SOC:	11-3012.00	Last Revision:	March 2024

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DEFINITION:

The fundamental reason this classification exists is to participate in and direct a staff engaged in highly complex and difficult administrative problems or projects (which may include assisting with technical portions of underground utility coordination and/or capital improvement projects). An Administrative Assistant III works with more complex and difficult problems or projects 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; negotiating various licenses and agreements, 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.

SUPERVISION RECEIVED/GIVEN:

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Supervision may be exercised over various job classifications.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Directs and supervises professional staff engaged in performing complex and difficult administrative problems or projects;
- Participates in complex organizational and procedural analyses;
- Evaluates recommended organizational changes and reports on the merit of the recommendations;
- Prepares/observes in preparing budget projections and develops cost estimates;
- Provides leadership and direction to professional or technical staff performing work;
- Conducts financial or other studies;
- Supervises the preparation of a variety of public and administrative reports;
- Writes difficult and complex financial and administrative reports, correspondence, and internal memorandums;



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- 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.
- May serve as the department's liaison in communicating with various stakeholders.
- 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 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 may require knowledge of City codes and policies related to underground utility and/or capital improvement projects
- 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.