



City of Emeryville

Administrative Assistant (Confidential)

CLASS CODE #####

BARGAINING UNIT: CAMP - Confidential, Administrative, Managerial and Professional Employees

ESTABLISHED DATE: April 15, 2025

REVISION DATE:

Description

Under direction, provides complex and highly confidential administrative support to the City Manager, City Clerk and City Attorney, and associated supervisory and other professional staff in the administration of department operations; may supervise and direct the work of subordinate staff; performs related work as required.

CLASS CHARACTERISTICS

This class is distinguished from Office Assistant I/II in that the nature, diversity and scope of responsibilities originating from assignments require confidentiality, and frequent use of tact and courtesy. Within City and departmental policies, procedures and guidelines, an incumbent is expected to exercise a high degree of initiative and independent judgment in screening, prioritizing and executing administrative work related to the daily operations of the department. Responsibilities include regular contact with government officials, City Council, Board or Commission members, representatives of business or community organization, the public and all levels of City personnel to exchange information and explain administrative policies and procedures. The class is further distinguished from Office I/II in that the Administrative Assistant may provide lead direction assign and review work tasks to assigned clerical support.

Examples of Duties

The duties listed below are illustrative only. They are not meant to be a full and exhaustive list of all of the duties and responsibilities of this classification.

- Receives and screens visitors and telephone calls; providing information which may require the use of judgment and the interpretation of policies and procedures.
- Conducts routine research; compiles data and performs routine statistical analysis and; organizes information necessary for the completion of reports and projects.
- Screens, sorts and distributes incoming correspondence.
- Writes memoranda, letters and directives on routine, confidential matters; drafts correspondence independently or from general instructions given by the department head, managers, supervisory or professional staff.
- Makes appointments and maintains calendar of conferences and meetings; notifies participants, makes room and travel arrangements; prepares required informational materials.
- Sets up and maintains a variety of office files, records and statistical data, including confidential materials; makes recommendations on procedural changes as appropriate to increase operational efficiency.
- Relieves supervisor of administrative matters such as inventory, timekeeping, purchasing tasks, routine accounts payable and receivable, and other operational details; follows up on projects, transmitting information; keeps

supervisor informed of pertinent activities; serves as liaison with staff and representatives of other departments and agencies.

- Prepares minutes, agendas, or summaries of activities of commission and board meetings.
- Performs routine clerical tasks such as filing, duplicating, photocopying, faxing, assembling bulk mailing.
- Organizes own work and may assign work to subordinate staff within departmental guidelines; sets priorities and meets deadlines; assigns and reviews work of subordinate staff for completeness and accuracy; coordinates clerical workload.
- Provides back-up relief for other clerical staff.
- Provides orientation and training for new or temporary clerical staff members; participates in evaluation of assigned support staff.
- Processes and reconciles various financial transactions; maintains accounts receivable and processes accounts payable claims; reviews budget for adequacy of funds; resolves discrepancies and requests transfers as appropriate; collects fees.

Minimum Qualifications

Any combination of education and experience as follows:

Education: Equivalent to graduation from high school; and

Experience: Three (3) years of increasingly responsible administrative experience. At least one year of experience working in a setting where information received and given is of a sensitive/confidential nature.

Supplemental Information

KNOWLEDGE AND ABILITIES

Knowledge of modern office practices and procedures including business correspondence, filing techniques and systems; correct English usage including spelling, punctuation and grammar; personal and on-line computer systems and associated software; record keeping including filing, indexing and cross referencing methods; techniques of staff supervision; applicable rules, regulations, policies and procedures; operation of a municipal organization; effective methods of communication both verbally and in writing; business mathematics including addition, subtraction, multiplication, division, fractions and decimals; research methods and techniques.

Ability to follow oral and written instructions; make decisions using established guidelines; communicate effectively in verbally and in written; read and comprehend technical material and directives; compose correspondence and minutes from marginal notes; retain and recall information to respond to inquiries and to efficiently search files and retrieve data as required; adjust to changes in workload and assignments; meet deadlines under pressure; make business arithmetic computations; assign and review the work of subordinate staff; maintain confidentiality of information; provide input and feedback regarding the performance of subordinate staff; train new and/or temporary clerical staff in department policies, procedures and practices regarding the work; type sufficiently to produce a high volume of material with speed and accuracy using a typewriter or personal computer; type at a rate of 50 net words per minute; organize and prioritize workloads; perform related duties as required.

Specific assignments may require the ability to take dictation at rate or 80 words per minute.