



JOB DESCRIPTION

Title: **OFFICE ADMINISTRATOR I**
Department: City-Wide
Class Code: 6005
FLSA Status: Non-Exempt
Effective Date: June 1, 2009

GENERAL PURPOSE

Under general supervision of an administrative superior performs entry level administrative duties in various departments of the City.

ESSENTIAL DUTIES (*Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class. Must meet seven of the nine following duties to qualify at this level as determined by the department head.*)

- Uses Word, Word Perfect, PowerPoint, Excel and any other software applicable to the organization to create documents and spreadsheets.
- Takes and receipts money from customers; monitors petty cash.
- Greets and interacts with people in a friendly and helpful manner.
- Researches routine and easily defined problems that are solved within the work unit; refers complex problems to a more senior individual; generates simple reports.
- Maintains confidentiality. Efficiently prioritizes and plans work daily.
- Periodically assists more senior individuals in the planning and carrying out of certain tasks or projects, but is rarely responsible for department wide or community events or projects.
- Answers phone; screens and routes calls and walk-ins to appropriate people. Provides routine information to inquiring parties; directs complex questions to senior staff.
- Provides routine office functions such as typing, filing, editing using basic grammar, punctuation, etc.; obtains and routes mail; performs basic math functions; tracks incoming and outgoing staff and helps to make the office orderly and efficient. Performs basic record keeping functions on spreadsheets; performs data entry quickly and accurately; interprets routine policy to the public; handles routine office communication including faxing and copying.
- Is responsible to be familiar with basic office procedures and departmental functions, to include knowledge of telephone and receptionist processes, basic software for computer use and for typing, basic math and English skills.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- High school graduation and one (1) year office administrative experience to include six (6) months of word processing experience.

Supervisory Requirement

- None

Necessary Knowledge, Skills and Abilities

- Working knowledge of general office practices and procedures; working knowledge of the proper use of grammar, punctuation and spelling; some knowledge of the department and the basic functions it performs.
- Skill in using telephone, computer, fax machine, copier and other general office equipment.
- Ability to use Word, Word Perfect, PowerPoint, Excel or any other software applicable to the organization.
- Ability to prioritize and plan work daily.
- Ability to type data entry quickly and accurately.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public and to maintain confidentiality.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheet and database software; phone; copy and fax machine, and other equipment pertaining to this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____