

CITY OF SALINAS

ADMINISTRATIVE AIDE

BARGAINING UNIT/CLASS CODE
SMEA / E24

DEFINITION

To perform paraprofessional technical and administrative work in providing staff assistance to a Division or Program Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Division Manager or other higher-level administrative personnel. Exercises no supervision.

ESSENTIAL FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Handle administrative details in assigned area of responsibility. Provide basic research assistance in a variety of municipal administrative areas. Maintain contacts with federal, state, and local agencies as necessary to perform assigned duties. Prepare relevant reports as necessary including City Council reports. Respond to general citizen inquiries and complaints. Prepare correspondence, reports, charts, technical calculations and other materials necessary to accomplish Departmental goals. Provide information to departments and City employees on assigned program areas. Prepare, process, record and monitor routine administrative documents such as bonds, permits, grant deeds and legal notices. Assist federal, state or county auditors in auditing of grant-funded projects; prepare data for auditor's review. Process payments to contractors for projects. Monitor expenditures for compliance with federal, state, and local grant requirements and regulations. Maintain audit records for each grant-funded project and prepare monthly, quarterly, or semiannually financial reports and grant claims for reimbursable expenditures. Assist in the preparation of the annual departmental operating budget; prepare budget projections as required. Audit and analyze departmental operating expenditures for proper classification and conformance with the Council-approved budget; process adjustment when necessary. Provide records management for assigned program areas. Perform related duties as required.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Federal, state, and local policies and regulations relating to assigned area of responsibility. Proper English usage, spelling, and punctuation. Principals of organization, standard office practices, record keeping, budgeting, and analysis. Research methods and procedures; statistical mathematics. Operation of standard personal computer word processing and spreadsheet programs.

**CITY OF SALINAS
ADMINISTRATIVE AIDE (continued)**

Ability to:

Correctly interpret and apply governmental policy, procedures, and regulations. Prepare concise, comprehensive, and accurate written reports and correspondence. Collect, compile, analyze and interpret statistical data. Establish and maintain effective working relationships with City staff, outside agency personnel, and the general public. Promote the mission, values and standards of an effective public organization. Effectively organize tasks, plan time, and meet deadlines. Learn municipal budgeting and accounting methods and practices.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills, and abilities required would be any combination equivalent to an Associates degree (60 units) and two (2) years of paraprofessional administrative experience or four (4) years of paraprofessional administrative experience.

Reviewed: _____
Department Director

Approved: _____
Human Resources Officer

Approved Date _____

ORIG: 2-84, REV: 6-96, REV: 12-03, REV: 8-05