City of Chesapeake	Class Title: Administrative Assistant I

Job Class Code: 0880	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 6

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise or lead assigned staff, and provide difficult technical and routine administrative support. The class is responsible for staff supervision/leading, and/or performing technical, organizational, administrative, and clerical tasks. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Provides administrative support to supervisor and other staff, including scheduling appointments and meetings, making travel arrangements, maintaining calendars; and preparing correspondence, memos, schedules, documents and reports utilizing computer software.

- Supervises or leads subordinate personnel, including training, scheduling, assigning and evaluating work.

- Prepares and maintains operating budget for assigned area; monitors expenditures.

- Receives telephone calls and visitors; provides information, resolves problems/issues, directs calls/visitors to appropriate personnel, or takes messages as needed.

- Maintains supply/equipment inventory; researches and processes accounts payable and/or accounts receivable.

- Gathers and maintains information/data to support periodic and special reports documenting activities and events for area of responsibility.

- Coordinates remuneration for City property damaged in vehicle accidents.

- Prepares and maintains records/files; processes daily paperwork such as correspondence, memos, requisitions, or personnel information; prepares and distributes periodic newsletter.

- Coordinates/provides support services for Chesapeake citizens/families in need; analyzes needs, and plans special events, workshops, and seminars; facilitates prevention programs.

- Maintains database and coordinates programs/operations for area of responsibility.

- Evaluates departmental policy and procedures; makes revisions or develops new policy and procedures as required.

- Attends or conducts staff and other professional meetings to exchange information; conducts training classes for senior support staff.

- Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.

Mathematical Requirements	Uses basic algebra involving variables and formulas; computes discounts, rates, ratios, and percents.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; may present training programs.
Mental Requirements	Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices, or the use of a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, staff, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree or any equivalent combination of education and experience in business administration, public administration, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of one year of full-time equivalent experience in administrative support.
Special Certifications and Licenses	Depending on position, may require a valid driver's license in compliance with City driving standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/07/2020