



City of Mill Valley

ADMINISTRATIVE AIDE

JOB DESCRIPTION

DEFINITION

Under direction, the Administrative Aide performs a combination of administrative, clerical, customer service, programmatic and technical duties based on the function and operations of the department. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Administrative Aide class is primarily distinguished from the Senior Administrative Aide class in that the assigned duties are primarily more routine and less complex, and that it does not exercise direct supervision over others. This position may, from time to time, exercise indirect supervision over others as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the department director and/or other management staff. May be assigned to support elected or appointed bodies such as boards, commission, and/or committees. This position may exercise direct or indirect supervision as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

May include but are not limited to the following:

- Provides efficient administrative and customer service assistance to the assigned department, elected or appointed officials, and to members of the public.
- Typically provides front desk support to the assigned department, acting as the first point of contact for the public and primary administrative support for staff.
- May be assigned to provide administrative support to a City board, commission, or committee which includes: preparing and distributing agendas, taking minutes, acting as a liaison, and other related duties as assigned.
- May be assigned to provide regular research, data collection, report preparation, and information sharing/coordination.
- Coordinates and is responsible for assembling responses to Public Records Act requests and other requests for information.
- Assists with department payroll, budget, purchasing, monetary transactions, scheduling, record-keeping, personnel procedures, and the research and preparation of various reports.
- Supports and maintains the department's communications including newsletters, program offerings, public notices, emergency notification, electronic notification, etc. -
- Supports marketing and outreach for the department including but not limited to

graphic design, website design/maintenance, social media, flyer or brochure development, newsletters, etc.

- Other duties as assigned.

JOB RELATED AND ESSENTIAL FUNCTIONS

Knowledge of:

- The principals and methods of modern office practice and procedures.
- Best practices and principles in customer service.
- Basic principles of cash handling and accounting.
- Business writing and arithmetic.
- Department policies and procedures.
- Brown Act, Political Reform Act, and Public Records Act requirements and best practices.

Skills and Abilities to:

- Communicate clearly and concisely, orally and in writing.
- Communicate professionally and tactfully with staff and members of the public.
- Interpret and apply city policies, regulations and procedures, as appropriate.
- Understand the organization and operation of the City and of other governmental agencies, as necessary
- Compile and organize records, and communications.
- Multi-task, prioritize and meet specified time deadlines.
- Efficiently and effectively accomplish assigned tasks using office and computer equipment or programs.
- Experience with design software such as Adobe Acrobat Professional, In-Design or Illustrator is desirable.
- Experience with management software pertinent to the assigned department is also desirable.
- Think clearly and act effectively in emergency situations.

Experience and Training:

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: High school education or equivalent. Associate of arts/sciences or bachelor's degree preferred.

Experience: Three years of responsible office support experience which has included daily contact with the public. Experience in local government or with a public agency is highly desirable.

Training & Certificates: Individuals must be physically capable of operation a motor vehicle safely and possess a valid, Class C, California Driver’s License, OR be able to demonstrate the ability to travel on scheduled or unscheduled visits to various locations in the City which may or may not be reachable by public transportation.

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 regularly required to stand, walk, sit, talk and hear. The employee frequently is required to use hands to finger, handle or feel and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

OTHER

<i>FLSA Status</i>	<i>Non-Exempt</i>
<i>Bargaining Unit:</i>	<i>N/A</i>
<i>Approved by:</i>	<i>City Manager McCann</i>
<i>Date:</i>	<i>April 24, 2019</i>