

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Administrative Assistant (Electric)</b>
<b>Class Code Number</b>	<b>1025</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>22</b>
<b>Effective Date</b>	June 2011

### General Statement of Duties

Provides office administration for the Electric Department within the City and Borough; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to perform clerical and office administration tasks in support of Electric Department functions. The work is performed under the direct supervision of the Electric Utility Director but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Electric Department or related departments as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State and Federal Officials and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (Illustrative Only)

- Receives, sorts and distributes all incoming correspondence to the appropriate personnel within the Electric Department;
- Prepares and types letters, memos, reports, forms, travel and hand check requests, personnel orders and related materials at the request of the Department Head and other supervisory personnel within the Electric Department;
- Maintains the Electric Department's web page on the City of Sitka's web site, including posting text and photos with hot links to referenced document files;
- Organizes and maintains the electronic local area network files of the Electric Department, including secure back-up of those electronic records;
- Uses short hand and/or tape recorder to prepare minutes of meetings ;
- Facilitates employee meetings and social events, including potluck meals, prepares minutes and keeps related records;

- Collects information related to billing, prepares billing request forms and forwards to the City and Borough Finance Department for billing;
- Answers departmental telephones and greets visitors to the department, providing information as warranted, answering questions, hearing complaints, taking action to refer to the appropriate personnel/outside agencies, and represents the Electric Department in a courteous and professional manner;
- Contacts appropriate media sources in the event of a power outage;
- Makes travel arrangements and maintains related reports for all department personnel as requested;
- Maintains records of expenditures and/or department inventories/office supplies, generating month end reports, while maintaining budget guidelines;
- Performs special projects at the requests of the Electric Utility Director;
- Participates in processing department purchase orders as requested and assigned;
- Reviews employee time sheets to ensure they are properly completed and maintains related records;
- Maintains vehicle logs for forwarding to the Accounts Payable Clerk, including obtaining information from the General Foreman, tallying totals and verifying account numbers;
- Prepares and enters monthly journal entries into the network accounting system;
- Establishes and maintains department files, including electronic files, and retrieves copies and distributes materials to the appropriate personnel;
- Maintains petty cash accounts for the department;
- Performs accounting research functions as necessary to locate and correct journal entries;
- Incorporates and maintains a data base for employee training, Fire Retardant clothing and CPR/First Aid card holders;
- Maintains the Electric Utility Director's appointment schedule, if requested;
- Operates an automobile to pick up and deliver documents at City Hall, purchase office supplies and other errands;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

#### **Required Knowledge, Skills and Abilities**

- Thorough knowledge of modern office procedures and equipment;
- Thorough knowledge of modern filing systems;

- Ability to understand current practices and procedures involved in electrical operations;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving City and Borough activities or policies;
- Ability in math to add, subtract, multiply, divide and derive percentages;
- Ability in writing to prepare correspondences according to standard business practices;
- Ability to accurately type materials at a reasonable rate of speed;
- Ability to learn City and Borough policies and Departmental rules, procedures, practices and objectives;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using Microsoft Office Suite in a local area network with customized software applications such as Dreamweaver web publishing software appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from high school or possession of a GED, an Associate's Degree or equivalent in Office Management or a related field preferred; and
- Considerable related office administrative and record keeping experience utilizing networked computer systems ; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- Driver's license issued by the state of Alaska

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hardcopy form;

- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City and Borough.

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