



**FLSA: EXEMPT
July 2009**

FINANCE AND ADMINISTRATION ASSISTANT

DEFINITION

Under general supervision, provides a wide variety of technical office administrative and secretarial support to the Assistant Town Manager of Finance & Administration and related management, professional, and supervisory staff; performs technical support work related to department activities; creates, implements, and participates in technical processes, procedures, and programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Town Manager of Finance & Administration. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is the advanced journey-level administrative class in the Finance & Administration Department. Responsibilities include high-level technical administrative and office support work; coordinating the office administrative support for the department; and performing technical assistance to ensure efficient service provision. Incumbents are required to use tact, discretion, and independent judgment as well as learn and apply knowledge of departmental activities. The work has technical and programmatic aspects, requiring the interpretation and application of policies, procedures, and regulations and may involve frequent contact with the public, and performing various research and budgetary functions. This class is distinguished from other administrative and secretarial classes in that it requires specialized technical knowledge and skills pertaining to the Town's finance and administration function in addition to standard administrative support duties.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs technical administrative assistance and support duties for the Finance & Administration Department; creates, implements, and participates in various technical processes, procedures, and programs; provides information and assistance to the public on technical processes, procedures, and programs.
- Manages office support functions; prioritizes and coordinates work assignments; reviews work for accuracy.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, developing and coordinating information on the website and Town's intranet, ordering and coordinating supply orders, preparing contracts and agreements, arranging for equipment purchases and maintenance, serving on various task forces.
- Processes bills and invoices for payment; prepares and transmits a variety of financial documents; assists in budget preparation and maintains records of purchase orders, expense statements, and other fiscal transactions.
- Performs project research, analysis, and report preparation related to the activities of the department to which assigned; may prepare technical reports, applications, and perform other technical work related to the department to which assigned.
- Compiles information and data for administrative, statistical, and financial reports; checks and tabulates statistical data; prepares and assembles reports, brochures, announcements, staff reports and other informational materials.
- Organizes, coordinates, maintains, and updates departmental record systems; enters and updates information with departmental activity, inventory files, and report summaries.

- Coordinates calendars and makes meeting arrangements; schedules meetings between Town staff or between Town staff and other groups or organizations; arranges for necessary materials to be available at meetings.
- Coordinates travel arrangements, reservations, and accommodations for department personnel and submits all related paperwork.
- Arranges presentations, conferences, and meetings and assists with coordinating special event programs, including use of equipment and facilities.
- Prepares, processes, and tracks purchase requisitions for services and materials; enters purchase information into computer system; ensures issuance of purchase order; coordinates delivery of services and materials; receives vendor invoice; prepares demand for payment for department head approval.
- Monitors and maintains department/division budget relative to assigned areas of responsibility.
- Acts as the Town's representative and liaison on relevant topics, including responding to questions and comments from the public in a courteous and timely manner and collaborating with involved parties to reach resolutions on identified issues and communicating with outside agencies.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Provides assistance and support to the Risk Manager in all phases of Risk Management operations.
- Investigates claims.
- Coordinates and communicates accurately and effectively between claimants and the Risk Manager, between the Town Attorney's office and the Safety Officers in various departments of the Town.
- Prepares correspondence and subrogation claims between the Town and Town Attorney's, as well as between the Town and claimants on behalf of the Town.
- Performance of highly responsible tasks associated with maintaining legal records and the processing of claims related to assigned areas.
- Under the direction of the Risk Manager, the employee is responsible for responding to claims, citizens' complaints and concerns associated with claims.
- Under the direction of the Risk Manager, implements programs while complying with State and OSHA laws related to safety and risk management.
- Collects, evaluates and maintains data concerning safety and risk management related to areas of assignment.
- Serves as the organization's liaison to the organization's insurance carrier and CJPIA.
- Serves as the organization's liaison between departments for all issuance of notary bonds, error and omissions coverage, additional insured and evidence of coverage requests for special events and certificates of insurance for special projects.
- Assists in processing claims against the organization by working with legal counsel to gather and/or coordinate statistical data and information for the defense of claims against the organization.
- Actively participates in or facilitates committees related to risk management and safety.
- Serves as liaison for the non-profit foundation in all fundraising efforts and solicitation of donations on the behalf of the non-profit foundation and the Town.
- Performs, maintains and monitors all monthly, quarterly and annual reporting related to grant management, risk management and non-profit foundation.
- Serves as liaison on behalf of the Town and non-profit foundation between grant agencies and auditing firms for the purpose of gathering data and conducting all annual audits.
- Monitors and maintains all files, records and databases associated with grant management, risk management and non-profit foundation.
- Maintains, monitors and coordinates all financial records for grant management, risk management and non-profit foundation, including but not limited to State and Federal reimbursements, deposits, donations and accounts payable.
- Takes meeting minutes, summarizes data and posts to Town's intranet when applicable.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected Town Council and appointed boards and commissions.

- Applicable codes, regulations, policies, technical processes, and procedures related to all aspects of the finance and administration, those specifically related but not limited to risk management, grant management, and non-profit foundation.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Budgeting and fiscal monitoring of the Town's budget process.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, web design, database, and spreadsheet applications.
- Business arithmetic and basic statistical techniques.
- Basic principles of record keeping.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, outside agencies and Town staff, via email, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and Town staff, via email, in person and over the telephone.

Ability to:

- Perform responsible technical administrative and secretarial support work with accuracy, speed, and minimal supervision.
- Provide varied, confidential, and responsible secretarial and office administrative work requiring the use of independent judgment, tact and discretion.
- Understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Develop, interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
- Research, analyze, and summarize data, and prepare and present accurate and reliable reports containing findings and recommendations.
- Compose correspondence and reports independently or from brief instructions.
- Organize, maintain, and update office database and records systems.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Take notes rapidly and accurately and transcribe own notes.
- File materials alphabetically, chronologically, and numerically.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to perform job responsibilities independently and on own initiative in a timely manner in order to meet scheduled deadlines.
- Ability to concentrate and accomplish tasks despite interruptions.
- Knowledge of statistics, data collection, analysis and data presentation.
- Excellent interpersonal communication and problem-solving skills.
- Ability to work with minimal supervision.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade, supplemented by two (2) years of college-level coursework in business or public administration, or technical, administrative, or secretarial training and three (3) years of varied administrative support experience preferably involving some public contact.

License:

- Valid California class C driver's license with satisfactory driving record may be required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public, and private representatives in interpreting and enforcing departmental policies and procedures.

Salary Grade: 50