

CLASS TITLE: COUNCIL ADMINISTRATIVE AIDE II

PURPOSE OF THE CLASSIFICATION: Under general supervision provides staff assistance and advanced administrative work aiding the City Council in performing its legislative, community relations and administrative work and performs other related assigned duties.

ESSENTIAL TASKS:

- Acts as a liaison between the councilor(s), City Administration and/or the public
- Composes correspondence, position papers and research for the councilor(s)
- Represents the councilor(s) in his/her/their absence at a variety of meetings
- Expresses the councilors' views to a variety of groups and individuals
- Makes routine decisions for the councilor(s) in his/her/their absence
- May serve as a liaison to standing committees and staffs Council business meetings
- Conducts research projects of a short-term duration for the councilor(s)
- Conducts surveys, analyzes data and prepares reports for the councilor(s)
- Provides support to other members regarding a core office function
- May initiate media contacts for the councilor(s)
- Researches policies, procedures and ordinances and presents findings
- Provides information to the public, departments, public groups and the Council as required
- Performs key administrative tasks relating to the central operation of the Council Office
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in business or public administration or closely related field, and three (3) years of responsible administrative experience and one (1) year of experience as a Council Administrative Aide I; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Council Administrative Aide Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Good knowledge of the principles and practices of business and office administration; and considerable knowledge of research methods and techniques and methods of report presentation. Ability to collect, organize and present complex information; ability to analyze and interpret pertinent laws, ordinances and regulations; demonstrated ability to write comprehensive reports; ability to express oneself clearly and concisely, both verbally and in writing; ability to maintain various computer operating systems and related software; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting up to 10 pounds; occasional carrying up to 5 pounds; may be subject to walking, standing and sitting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires some travel to various City locations to attend community meetings; and requires some evening work.

Class Code: 2514

EEO Code: N-06

Pay Code: CS-64

Group: Clerical and Administrative

Series: General Administrative

Page 2 (continued from Council Administrative Aide II)

Effective Date: February 23, 2011