

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general supervision performs administrative or clerical duties requiring specialized skills and in-depth knowledge of job-related aspects of the organization and other related assigned duties.

ESSENTIAL TASKS:

- Utilizes advanced computer software packages to develop correspondence, produce reports, and maintain records
- Coordinates projects
- Recommends solutions to office management problems
- Leads projects and/or research
- Performs lead responsibilities including training and scheduling
- Coordinates the preparation of the annual departmental budget
- Pays and tracks departmental bills by processing payment requests
- Schedules and arranges meetings and conferences
- Attends committee, board, or authority meetings and records, transcribes, and distributes minutes
- Researches accounts
- Assists employees and the public with questions utilizing the City Personnel Policies and Procedures Manual
- 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: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,
(b) Five (5) years' of increasingly responsible experience relevant to the essential tasks listed in this job description for internal candidates; **including**,
(c) One (1) year experience as an Office Administrator I; **or**,
(d) Two (2) years handling confidential and/or complex information; **and**,
(e) Experience working with Excel, Word, and with use of basic grammar and spelling

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of and skill in applying the rules of grammar, spelling, punctuation, and principles of accounting and mathematics
- Considerable knowledge of word processing, database, and/or spreadsheet software packages; Considerable knowledge of office practices and procedures
- Good knowledge of City and Department Policies and Procedures

Ability to:

- Ability to work independently
- Ability to work under pressure
- Ability and willingness to maintain confidentiality

- 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

Skill in:

- Skill in handling difficult situations calmly and professionally
- Skill in communicating to a diverse customer base
- Skill in operating office equipment
- Skill in organizing, compiling, and recording data

PAY INCREASE OPPORTUNITY

Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and one (1) year employment in the position.

Employees requesting proficiency or progression increase must not be on a City Performance Improvement Plan at the time of the request.

1st Proficiency Increase

An increase to the next step within the OT-18 pay grade will be awarded to any Office Administrator II who has six (6) months experience as an Office Administrator II and who successfully:

- Completes one (1) course credit from the internal City of Tulsa Development Training Course Catalogue in Safe and Respectful Workplace, not previously submitted, as approved by management; **and,**
- Completes a Safety in the Workplace Training, not previously submitted, as approved by management **and,**
- Completion of Human Centered Design Training with an applicable project, not previously submitted, as approved by management

2nd Proficiency Increase

An increase to the next step within the OT-18 pay grade will be awarded to any Office Administrator II who has twelve (12) months experience as an Office Administrator II and who successfully:

- Completes one (1) Credit of an internal City class in leadership or management training, not previously submitted, as approved by management **and,**
- Attends one (1) City Council meeting with a follow up report, or performs a management and Human Resources approved project equivalent to attendance at one (1) City Council meeting and a follow up report

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use office equipment; subject to sitting, standing, bending, reaching, and walking; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Some divisions may require a valid Oklahoma Class "D" Driver License. (*some positions*)

WORKING ENVIRONMENT: Working environment is primarily in an office setting; requires the use of a telephone and other office equipment; and may be required to work overtime.



CLASS TITLE | OFFICE ADMINISTRATOR - LEVEL II
PAY GRADE: OT-18 | www.cityoftulsa.org/pay
Effective Date : 10/19/2022

EEO Code: N-06
Group: Clerical and Administrative
Series: Clerical and Secretarial