

CLASS TITLE: COUNCIL ADMINISTRATIVE AIDE III

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

ESSENTIAL TASKS:

- Regularly acts as a liaison between the councilor, City Administration and/or the public
- Composes senior-level correspondence, position papers and research for the councilor(s)
- Directly represents the councilor in his/her/their absence at a variety of meetings
- Expresses the councilor's views to a variety of groups and individuals without prior consultation
- May make decisions for the councilor in his/her/their absence
- May serve as a liaison to a standing committee of the Council and staffs weekly Council business meetings
- Represents the councilor(s) to other official groups as necessary
- Provides support to other staff regarding a complex, core office function
- Conducts advanced research projects, mostly short-term duration and some long-term for the councilor(s)
- Develops and conducts advanced surveys and prepares reports for the councilor(s)
- Initiates many activities on behalf of the councilor(s)
- May initiate media contacts for the councilor(s)
- Prepares press releases and writes speeches and articles on councilor's behalf
- Researches policies, procedures and ordinances and presents findings
- Provides information to the public, departments, public groups and the Council as required
- Assists in coordinating the orientation of all newly elected City Councilors and new Council staff members
- 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 a bachelor's degree in business or public administration or closely related field, and two (2) years of responsible administrative experience and one (1) year of experience as a Council Administrative Aide II; 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: Comprehensive knowledge of the principles and practices of business and office administration; considerable knowledge of research methods and techniques and methods of report presentation; and considerable knowledge of various computer operating systems and related software. 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 analyze and solve system and software maintenance problems; 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.

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Class Code: 2515

EEO Code: N-06

Pay Code: CS-68

Group: Clerical and Administrative

Series: General Administrative

Effective Date: March 15, 2011