

**CLASS TITLE: COUNCIL SUPPORT ADMINISTRATOR II**

**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 City Council and other related assigned duties.

**ESSENTIAL TASKS:**

- Utilizes advanced computer software packages to develop correspondence, produce reports, and maintain records
- Coordinates projects relating to the City Council
- Recommends solutions to office management problems
- Leads projects and/or research concerning the City Council
- 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
- Researches accounts
- Assists employees and the public with questions utilizing the City Personnel Policies and Procedures Manual

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

**QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), supplemented by completion of forty (40) college hours from an accredited college or university; and three (3) years experience in an administrative office environment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Years of experience may not be substituted for the specified coursework.

Knowledge, Abilities and Skills: 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; and good knowledge of City and Department Policies and Procedures. 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 operating a personal computer, typewriter, and/or word processor and other office equipment; skill in organizing, compiling, and recording information.

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: None required.

**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 Code: 6501**

**EEO Code: N-06**

**Pay Code: CS-56**

**Group: Clerical and Administrative**

**Series: Clerical and Secretarial**

**Effective Date: December 8, 2005**