

CLASS TITLE: ADMINISTRATIVE OFFICER II

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for supervision and performance of administrative functions including budget, legal, personnel, payroll, coordination of computer projects; and performs other related assigned duties.

ESSENTIAL TASKS:

- Manages and supervises department's payroll/personnel system, purchasing, and accounts payable/receivable functions
- Manages and supervises department's administrative section clerical group and computer support analysts
- Prepares and manages administrative division's budget, department's budget, fiscal analysis, and statistical studies
- Conducts surveys and other studies and collects information on operational and administrative problems
- Supervises auditing and balancing of various financial accounts
- Analyzes results of studies and reports possible solutions
- Prepares manual and other formal statements of improved procedures, methods, and systems of operation
- Develops requests for federal grants, reviews contracts, and makes necessary reports to the Federal government and other agencies
- Assists and trains others in the implementation of new procedures
- Acts as department's liaison with various other City departments
- Maintains various files

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 administration, public administration, or a closely related field and four (4) years of responsible administrative experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of business organization and management; considerable knowledge of data analysis, research methods and report presentations; good knowledge of personnel management, budget preparation, and accounting principles; and some knowledge of computer software packages and local area networks. Ability to prepare and present reports; ability to review, analyze, draw conclusions from, and present data clearly and concisely; ability to communicate effectively, both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, ten-key, and telephone; occasional lifting up to 25 pounds; occasional carrying up to five pounds; occasional pushing and pulling up to 10 pounds; may be subject to walking, standing, sitting, reaching, bending, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 2036

EEO Code: E-02

Pay Code: EX-40

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Group: Clerical and Administrative
Series: General Administrative

Effective Date: July 1, 2000