

**COUNCIL ADMINISTRATIVE AIDE
PROGRESSION AND PRODUCTIVITY PROGRAM
CRITERION DOCUMENT**

March 12, 1998

February 9, 2006

Note: Refer to the Council Administrative Aide Progression and Productivity Program Policies and Procedures Document for additional information and clarification on requirements, guidelines and procedures

To Become: Council Administrative Aide I -(CS-60)

EDUCATION: Graduation from high school or possession of a General Education Development Certificate (GED) plus 40 accredited college hours

EXPERIENCE: Two (2) years of experience in progressively responsible office administration

OR

Bachelor's degree in business or public administration from an accredited college with no experience required

TRAINING:

Internal: Administrative Skills Core Group = 1 Course from choices
 Optional Course approved by Supervisor = 1 Course

External: One (1) seminar or workshop approved by Council Administrator

COURSEWORK: Administrative Office Management courses - 6 hours
(total = 30 hours) Optional Computer or Software related Courses - 6 hours
 Human Relations course/s - 3 hours
 Two (2) optional job-related courses - 6 hours
 Optional City-related coursework - 9 hours

JOB COMPLEXITY: Performs more complex office administration work with little or no supervision. Work is detailed and requires specialized skills and in-depth knowledge of job-related aspects of the organization.

PERFORMANCE & PRODUCTIVITY: Must be performing duties of an Council Administrative Aide I at least at a competent level and received a 'Proficient' or above performance rating on the most recent review. Must be demonstrating increased productivity for the department due to development of knowledge, skills and abilities.

To Become: Council Administrative Aide II -(CS-64)

EDUCATION: Associate's degree in business or public administration from an accredited college

EXPERIENCE: Three (3) years of experience in progressively responsible office administration and one (1) year as Council Administrative Aide I with the City of Tulsa

OR

Bachelor's degree in business or public administration from an accredited college; one (1) year of experience and one (1) year as a Council Administrative Aide I with the City of Tulsa

TRAINING: **Internal:** One (1) additional class from each of the following groups:

*Communication Skills Core Group

*Administrative Skills Core Group

External: One (1) external seminar approved by the Council Administrator

JOB COMPLEXITY: Performs office administration work at a professional level

PERFORMANCE & PRODUCTIVITY: "Proficient" or better rating on last final review immediately prior to making application for progression.

To Become: Council Administrative Aide III -(CS-68)

EDUCATION: Bachelor's degree in business or public administration from an accredited college

EXPERIENCE: Two (2) years of experience in progressively responsible office administration and one (1) year as a Council Administrative Aide II with the City of Tulsa

TRAINING: **Internal:** Participation in Middle Mangement Training or Substitute 1 course aproved by the Council Administrator from the Communication Core Group

External: One (1) external seminar approved by the Council Administrator

JOB COMPLEXITY: Performs office administration work at a professional level

PERFORMANCE & PRODUCTIVITY: "Very Proficient" or better rating on last final review immediately prior to making application for progression.