

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**ADMINISTRATIVE ASSISTANT TO CITY COUNCIL**

Civil Service Status: Exempt  
Probationary Period: At-Will  
Classification Series: Support Staff/Secretarial/Office Series  
FLSA Status: Non-Exempt

Bargaining Unit: Non-Represented Employees  
Approved by City Council: December 3, 2012  
Resolution No.: 2012-64

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general direction and supervision of the City Manager, this position performs a wide variety of responsible, difficult and important confidential secretarial and administrative duties for the City Council; assists the public by answering inquiries and complaints; and performs related work as required.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Performs confidential administrative support/secretarial duties for City Council;
- Represents City Manager's office with integrity and ethics in assisting the public and City staff;
- Drafts and prepares City proclamations and recognition certificates;
- Coordinates resolutions to complaints or inquiries given to City Council and follows-up to obtain solutions with affected departments and City staff;
- Plans, organizes and performs a variety of difficult confidential administrative, secretarial, clerical, and/or stenographic word processing and typing work;
- Composes letters from marginal notes and oral or written directions;
- Apply accurate English usage, spelling, grammar, and punctuation to written material;
- Opens and routes incoming mail;
- Composes and prepares routine correspondence independently;
- Communicates clearly and concisely, both verbally and in writing;
- Refers questions to appropriate authorities or resolves basic problems affecting the City;
- Indexes and files correspondence and reports;
- Maintains office records and files;
- Monitors budget expenditures, expenses and bills for the City Council;
- Makes travel arrangements, maintains calendars, schedules appointments, coordinates conferences, meetings, sends out invitations for a variety of official events of the City Council with City officials, local government, business, and members of the public;
- Administers City Council's payroll systems and time records;
- Orders and maintains office supplies;
- Manages, organizes and monitors City Council's mail and ensures timely review and response;
- Types and proofreads a wide variety of confidential reports, letters, memoranda, and develops office forms and report formats for use in the department;
- Acts in a public relations capacity representing the City Manager, City Council, and staff when answering inquiries and complaints by the public;

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- May take and transcribe oral and/or machine dictation of letters, memorandums and other materials which may include some technical terminology;
- Provides administrative, secretarial and office assistance to the City Manager's Office and the Human Resources Division;
- Accountable for the accurate and efficient recording of financial transactions;
- Prepares and distributes monthly departmental reports;
- Helps prepare, review and edit reports to City Council, commissions and/or committees;
- Exercise appropriate judgment, initiative, tact, courtesy and discretion in dealing with confidential and/or sensitive matters;
- Explains City and departmental policies to staff and public;
- May attend staff meetings and committee meetings;
- Serves as communication link to community members, City staff and other government agencies;
- Assigns to and reviews work to assure timely and efficient completion of assignments;
- Operates a variety of standard office equipment and machines which may include some but is not limited to the following: personal computer and related software, scanner, calculator, photo copying machine, shredder, fax machine, telephone, dictating equipment, etc.;
- Assumes responsibility for ensuring the duties of the position are performed in a safe and efficient manner;
- Performs other related duties as assigned or as situation requires.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Functions, operations and objectives of Municipal Government;
- Good customer service practices;
- File, research and document organization in computer application;
- Office policies, procedures and practices;
- Municipal Government technology and terminology;
- Business letter writing and business forms;
- Correct grammar usage, punctuation, spelling and vocabulary.

**Skills:**

- Mathematical calculations such as addition, subtraction, multiplication and division;
- Possess skills in word processing, correspondence, spreadsheets and reports using a personal computer and word processing software applications;
- Type/word process 55 words per minute accurately from clean legible copy;

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- May take verbal or taped dictation of 80 words per minute.

**Ability to:**

- Perform difficult and confidential, secretarial work;
- Sort and verify statistical and other financial record data;
- Organize and prioritize, and follow-up work assignments;
- Provide a wide variety of work to the City Council and City Manager;
- Effectively report to the City Council and City Manager with concerns by individuals, organizations, and other public agencies;
- Demonstrate work initiative and good judgment;
- Types letters, memorandums and reports as directed by City Council and/or City Manager;
- Exercise independent judgment using discretion in making decisions based on standard policy or procedure;
- Independently manage a large volume of work assignments with a high degree of accuracy;
- Work independently under minimal supervision;
- Prepare important confidential reports and correspondence;
- Establish professional working relationships and resolve interpersonal conflicts;
- Communicate effectively, verbally and in writing;
- Serve the public with tact and courtesy;
- Function in a team oriented environment;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Format information such as lists, tables, documents, correspondence, etc.
- Observe safety principles and work in a safe manner;
- Handle confidential information with discretion;
- Understand and interpret the Municipal Code, MOU's, administrative policies and departmental rules, and other City policies related to job duties;
- Administer City Council records and organize and maintain complex confidential filing and record keeping systems;
- Willingness to work overtime as requested;
- Develop necessary skills from on the job training and meet the standards of performance or higher for the classification.

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**Education and Experience Guidelines** – Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination) supplemented by course work in computer applications, business practices and procedures, or office procedures. Attainment of an Associate of Arts Degree or higher from an accredited college or university is highly desirable.

**Experience:**

- Five (5) years or more of secretarial/office assistant, progressive office experience including word processing, typing, public contact and customer service. Some experience supervising employees is highly desirable.

**License or Certificate:**

- A valid California Class C Driver's License and a satisfactory driving record;
- May be required to obtain a Notary Public License.

**Physical Requirements:**

- Must meet approved physical and pre-placement medical standards for the position.

**Bilingual Pay:**

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.