

CITY OF SANTA ANA
JOB DESCRIPTION

JOB TITLE

Administrative Assistant II (MM) (T)

JOB CODE

01730

DEPARTMENT

Planning and Building Agency

TITLE OF IMMEDIATE SUPERVISOR

Executive Director, Planning and Building Safety

JOB SUMMARY

Under direction, provides budget and management oversight and direction to all procurements and other expenditures, payroll and personnel functions, and for computer automation and network functions for the Agency.

DESCRIPTION

Prepares, controls and monitors operating budget and revenue for the Agency and takes corrective action as necessary.

Supervises, trains and evaluates accounting staff and systems administrator.

Oversees Agency personnel functions, including recruitments, discipline, separations, and maintenance of personnel records; tracks and controls payroll expenditures.

Coordinates and monitors contracts and agreements; purchases operational supplies and equipment.

Supervises, plans and facilitates computer automation functions and related technology and equipment enhancements and upgrades.

Prepares and reviews written material including correspondence, Council agenda items, reports and studies.

Establishes divisional and Agency operating policies and procedures.

Develops training programs for Agency staff.

Performs other related duties as required.

MINIMUM OR DESIRED QUALIFICATIONS

Education: Graduation from an accredited four-year college or university with a degree in public or business administration or a related field.

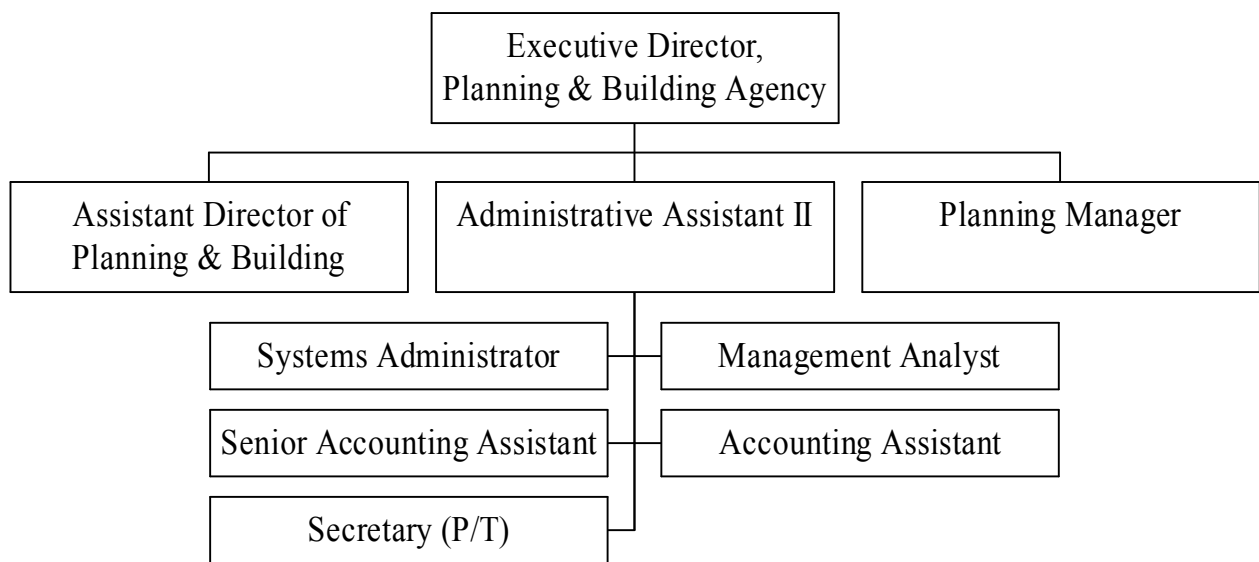
Experience: At least five years of related professional experience or the equivalent, including one year of supervisory responsibility. Education may be used in combination with experience to meet the minimum qualifications; or any combination of experience and training which provides the following knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of: functions and procedures of local government; principles of supervision and public personnel practices; project administration; microcomputers and Microsoft Office software, including Word and Excel.

Ability to: prepare, monitor, and implement complex budgets; prepare and monitor contract documents, and provide information reports for the Executive Director and City Council; research and interpret legislation pertaining to personnel and fiscal issues; communicate effectively verbally and in writing and respond effectively to citizen complaints.

ORGANIZATIONAL RELATIONSHIPS



Class title change from Executive Assistant to the City Manager established per Council Resolution No. 81-139, effective 7-1-81.

Class title designated as “T” per Council Resolution No. 88-37, effective 7-1-88.

Revised: 02/04

ADA approved: 02/04