

MAJOR FUNCTION

This is a highly responsible administrative position that serves as personal assistant to the City Auditor. Work is characterized by initiative, independence, flexibility, good judgment, diplomacy, and involves continual inter-organizational relations and extensive public contact. An employee in this position is responsible for performance of functions that are varied in subject matter and level of difficulty and range from standardized clerical assignments to administrative duties. Work requires the application of an extensive working knowledge of the City organization and its programs, services and functions. Work is performed under general and administrative supervision and is reviewed through conferences, observation and results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Attends to the administrative details of the City Auditor's Office and ensures the coordinated flow of the Office's work products. Interacts on a regular basis with the general public, elected officials, City administrators, and City staff. Schedules appointments and maintains the City Auditor's appointment calendar. Assists the City Auditor in preparing agenda items for City Commission meetings. Researches data, edits, coordinates all departmental agenda items. Types all correspondence, establishes and maintains comprehensive file system. Makes all travel arrangements for the City Auditor's office, makes arrangements for staff training including location, time, place, participants, etc., and maintains all required documents. Attends staff meetings, records work assignments, follows up with participants. Works directly with managers to facilitate status reporting on respective assignments. Reviews all publications of the City Auditor's office for grammar, spelling, punctuation, and formatting. Administers the purchasing function, annual budget, personnel and weekly time and leave data for the City Auditor's Office. Serves as the primary administrative contact for the City Auditor's Office for budgeting, purchasing and Human Resource matters. Has daily interaction as liaison for the City Auditor with members of the public and the City Commission. Performs other related work.

Other Important Duties

May serve as recording secretary at meetings. May participate in special projects. Conducts studies and surveys to collect information on operational and administrative issues. Provides support to the City Audit Committee. Performs other related work.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of business English, spelling, punctuation, and office practices and procedures. Extensive knowledge of the functions of City departments and general knowledge of municipal government. Ability to make decisions in accordance with rules, regulations or policy, and apply these to work problems. Ability to establish and maintain effective working relationships with City officials and department heads, and City staff. Ability to receive and work with the general public with courtesy and diplomacy. Skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in public administration, business administration or a degree accepted in the field for which the vacancy exists and two years of staff or administrative experience; or an equivalent combination of training and experience. A Certified Professional Secretary Certificate may substitute for one year of the required experience.

Established: 02-29-20

Revised: