

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Staff Assistant	GRADE:	Admin IV
DEPARTMENT:	Varies	JOB NO:	4050
DIVISION:	Varies	DATE:	3/25/12
REPORTS TO:	Varies	FLSA STATUS:	NE
FULL-TIME:xxx _____	PART-TIME: _____	TEMPORARY: _____	COST CENTER: Varies

REPLACES: Staff Assistant

DATE: 9/6/05

JOB SUMMARY STATEMENT:

This is an advanced level position involving significant and specialized administrative support activities for an assigned department. Duties may include: composing complex correspondence; utilizing various software applications (e.g., desktop publishing) to compose brochures, newsletters, reports, flyers, or other mediums; conducting research and compiling information; maintaining department's information on City's intranet/internet web sites; maintaining filing systems and/or databases; responding to complaints and routine requests for information; assisting with special projects or serving as team leader; assisting with budgets; training employees; assisting in preparing contracts, proposals, grants; and assisting in new hire orientation, writing operating procedures and general orders. *This position is distinguished from other administrative support positions that typically involve the following: receptionist; answering phone; receiving and sorting mail; making travel and meeting arrangements; processing payroll; data entry; maintaining supplies; preparing purchase orders; and payment of invoices.*

DUTIES AND RESPONSIBILITIES:

1. Composes complex correspondence which may include editing drafts, composing correspondence for management/staff signature, drafting letters or memorandums, and or initiating correspondence requiring knowledge of procedures and processes.
2. Composes brochures, newsletters, business reports, presentations, flyers, or other mediums. Proofreads/edits drafts, uses desktop publishing or other related software to layout documents, and/or coordinates the printing/publishing/distribution process.
3. Conducts research, compiles information, and prepares reports, charts and/or graphs to present data.
4. Organizes and maintains filing systems and/or databases related to specific area of assignment.
5. Coordinates with respective department (Information Technology & City Manager) to maintain and update department information contained on the City's internet/intranet web sites.
6. Responds to complaints and requests for information related to specific area of assignment.
7. Assists with special projects or serves as team leader for special projects.
8. Assists in the development, analysis, or monitoring of division/department budget as directed by supervisor.
9. Trains or assists in training employees on various software applications, office procedures, and/or practices.
10. Assists in preparing contracts, proposals, and grant applications. May also assist in administering grants.
11. Assists with new hire orientation; writing standard operating procedures; general orders, or other types of manuals.
12. On occasion, assists in completing administrative responsibilities, as required.
13. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

Title: Staff Assistant
Cost Center: Varies
Date: 3/25/12
Page 2

14. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High school diploma or equivalent which includes courses in typing, basic mathematics/accounting, and operation of office machines and personal computer. Advanced level training in various software applications (e.g., spreadsheet, word processing, databases, desktop publishing, and presentations).

EXPERIENCE:

Three to five years of progressively responsible administrative experience with advanced use of software applications (e.g., spreadsheet, word processing, databases, desktop publishing, and presentations).

SKILLS:

1. Must have advanced skills in windows-based spreadsheet, word processing, database, desktop publishing, presentation, project management, or other software applications as required by department.
2. Basic math and accounting skills
3. Good oral and written communication skills
4. Attention to detail
5. Time management skills
6. Organizational skills
7. Analytical skills
8. Data entry
9. Reading
10. Good listening skills

MENTAL REQUIREMENTS:

1. Diplomacy and judgment
2. Ability to meet deadlines
3. Ability to train and guide others
4. Ability to prioritize multiple tasks
5. Ability to recognize and protect confidential information
6. Ability to work independently
7. Ability to learn and understand intermediate to advanced PC software applications
8. Ability to carry out assignments through oral and written instructions
9. Ability to read and comprehend City and federal policies and regulations
10. Alpha and numeric recognition
11. Ability to work in hectic environment with many interruptions
12. Ability to maintain productive working relationships

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls
2. Hand and eye coordination adequate to input computer, operate typewriter, adding machine and other office equipment
3. Visual stamina and acuity adequate to review alpha/numeric data and to spend long periods looking at computer screen
4. Ability to lift 10 lbs. and transport 10 ft.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.