

TOWN OF PROSPER

TITLE:	SENIOR ADMINISTRATIVE ASSISTANT	SALARY:	DOQ
DEPARTMENT:	AS ASSIGNED	LAST UPDATE:	10/2014
REPORTS TO:	AS ASSIGNED	FLSA DESIGNATION:	NON-EXEMPT

DEFINITION

Under general supervision, performs complex secretarial and administrative duties including operational/supervisory functions within the organizational structure to which assigned; performs related duties as assigned.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction as assigned.

EXAMPLES OF DUTIES

Duties and responsibilities include, but are not limited to, the following:

Essential Functions

- Trains, assigns, schedules and evaluates the work of assigned clerical staff; performs typing and transcription duties as required; establishes office procedures and filing systems; interprets policies and procedures as established by department head; relieves department head of operational and administrative details.
- Compiles data based on research techniques and statistical compilation involving understanding of operating division programs, policies and procedures; drafts financial, statistical, narrative and/or other reports as required; composes and types office correspondence; arranges and implements as directed, conferences, committee meetings etc; supervise the preparation of agenda items, minutes and resolutions and other related materials; responds to and follows up on public inquiries and/or complaints; assists in budget preparation and monitors budget expenditures; orders and maintains general office supplies; executes assignments utilizing word processing and other automated systems. Responsible for regular attendance and arriving to work on time.

Additional Duties

- Perform other duties as it relates directly or indirectly to the Town, community, and department.

QUALIFICATIONS:

Knowledge of:

- Comprehensive knowledge of Business English, spelling, punctuation and arithmetic; modern office practices and procedures including record keeping methods.
- Skill in adapting to a variety of work situations and interruptions; organize work for appropriate and timely completion; maintain effective audio-visual discrimination and perception needed for making observations, reading and writing, communication with others and operating assigned equipment.

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- Skill in accurately working with numbers; use of modern office software including word process, spreadsheets, data bases; drafting of reports and correspondence; operating a variety of office equipment including computers, facsimile machine, and photo copiers; and discerning from a number of alternatives the best/most appropriate course of action.
 - Ability to establish and maintain effective relationship with the Department Director, supervisors, staff, public officials, vendors/contractors, citizens, professional groups and organizations; ability to develop and implement policies, programs and procedures necessary to and consistent with the achievement of the Department goals and objectives; prepare reports, compile statistics, and present ideas clearly and concisely both orally and in writing; identify and resolve problems in a timely manner; speak clearly and persuasively in a positive or negative situations; prioritize and plan work activities, use time efficiently and develop realistic actions plans; read and interpret information; follow instructions, respond to management direction and solicit feedback to improve performance; maintain confidentiality; open to others' ideas and exhibits willingness to try new things; adapt to changes in the work environment, manage competing demands and is able to deal with frequent change, delays or unexpected events; receive and balance task direction from multiple sources; and work independently and prioritize work tasks.
 - Ability to understand and adhere to Town policies and procedures.
 - English usage, spelling, grammar and punctuation.
 - Computer skills using Windows, WordPerfect, Microsoft Office applications, Internet, Adobe Acrobat and conversion techniques, and Microsoft Outlook.

Ability to:

- Prioritize and organize various assignments in order to produce efficient results.
- Operate standard office equipment.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow written and oral instructions.
- Provide tactful and appropriate responses to inquiries from the public, other departments or agencies.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- Five years progressively responsible secretarial experience; or an equivalent combination of related training and experience.
- Must pass MVR check.
- Must pass pre-employment drug screening.

Training:

- Graduation from High School or GED.

License or Certification:

- Must possess a valid Texas Class C driver's license.

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear.
- Must be able to walk, stand, stretch, bend, twist, stoop, and kneel.
- Frequently required to lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job.

- Works primarily in a climate controlled office environment. Physical demands consist of sedentary work and little physical effort working with light, easy to handle (up to 10 lbs.) materials. Work performed may occasionally cause fatigue of eyes and fingers because of fairly continuous use of motor senses in using automated office systems. Requires sitting for long periods of time, manual dexterity and visual acuity in the use of VDT's and microcomputers.
- The noise level in the work environment is usually moderate. Employee must have ability to maintain concentration in the midst of interruptions and background noise.

Reasonable accommodations may be made to enable individuals with disabilities with disabilities to perform the essential functions of this job.

This job description is not an employment agreement, contact agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

Employee's Signature

Supervisor's Signature

Date

Date

The Town of Prosper, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources and or the Town Manager.

PROSPER'S PURPOSE - PROSPER IS A PLACE WHERE EVERYONE MATTERS