

## **CITY OF FONTANA ADMINISTRATIVE AIDE**

**DEFINITION:** Under direct supervision, performs a wide variety of responsible and complex administrative, clerical, and financial duties in support of an assigned department.

**EXAMPLES OF DUTIES:** The Administrative Aide has the responsibility to participate and assist in the administration of a department or division. Areas of responsibility include but are not limited to: Conducting surveys; participating in or coordinating the gathering, collection and compilation of financial and statistical data; preparing reports and manuals; processing a variety of documents and participating in special projects, studies and presentations.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Perform administrative duties within assigned department/division; monitor budgets as assigned and recommend improvements in workflow, and procedures.
- Respond to requests for information, inquiries, and review materials for compliance with regulations, procedures, systems and precedents relating to responsibilities assigned.
- Maintain schedules of Department activities, meetings and various events; coordinate activities with other City departments, the public and outside agencies.
- Input to computer applications and proofread a wide variety of reports, correspondence and statistical information.
- Operate a variety of office equipment particularly computer equipment for the purpose of inputting and retrieving data and text.
- Adhere to administrative and Departmental policies and procedures.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance. The need to lift, drag, and push files, computer reports, or other materials weighing up to 25 pounds is also required.

## **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Keyboard skills for word processing, spreadsheet and database software applications.
- Modern office practices and procedures
- Research and survey techniques
- Business English and mathematics
- Statistical analysis methodologies

**Experience:** One (1) year of increasingly responsible administrative staff experience.

**Education:** Education equivalent to the completion of the twelfth grade supplemented by college coursework in business/public administration, finance or accounting.