



SARASOTA COUNTY GOVERNMENT

CLASS SPECIFICATION

CLASS TITLE: ADMINISTRATIVE ASSISTANT II

CLASS CODE: 31382

EEO Code: 02

FLSA: Exempt

W/C Code: 8810

Pay Grade: 8

MAJOR FUNCTION(S)

This is responsible professional and administrative staff work assisting department or division management. Work involves the independent management of administrative activities or complex special projects through planning administrative objectives and priorities. Work may involve the supervision of clerical support staff.

TYPE OF DUTIES

- Analyzes records of past and present operations, trends and costs. Develops, installs and maintains budget systems which provide control of expenditures.
- Coordinates inter-office and special projects.
- Identifies and solves administrative and management problems which hinder effective operations.
- Performs or supervises fiscal, personnel, purchasing, statistical, reporting and other major administrative functions.
- Assists line managers with budget, purchasing, data processing, personnel and accounting problems.
- Interprets and advises staff on County policies or procedures, legal or regulatory requirements.
- Assists in conducting daily administrative activities and/or directing special projects or activities.
- Plans and controls the organizational unit's contacts with the public, community groups or the media.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of administrative principles and practices.
- Knowledge of office procedures and practices and ability to supervise effectively, if applicable.
- Knowledge of the methods of data collection.
- Knowledge of the principles and techniques of effective oral and written communication.
- Ability to collect, evaluate, analyze and process data relating to administrative functions such as accounting, personnel, purchasing or report writing.
- Ability to prepare correspondence and administrative reports.
- Ability to understand and apply applicable rules, regulations, policies and procedures.
- Ability to utilize problem-solving techniques.

Class Title: Administrative Assistant II

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KNOWLEDGE, SKILLS AND ABILITIES (Continued)

- Ability to work independently.
- Ability to plan, organize and coordinate work assignments.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective work relationships with others.

MINIMUM QUALIFICATIONS

A Bachelor's Degree from an accredited college or university with major course work in Liberal Arts, one of the Social Sciences, Public or Business Administration, Accounting, Finance, Economics or a related field; and two years of professional staff experience, preferably in County Government.

Progressively responsible professional experience in public or business management can substitute on a year-for-year basis for the required education.

APPROVED BY:

DATE

John Wesley White, County Administrator

1/20/91

History: 02/03/90