

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF MANAGEMENT & BUDGET

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for independently performing complex clerical operations and providing administrative support for the Director of Management & Budget to ensure efficient and effective operation of the department. Work is performed under the administrative direction of the Director with considerable leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as the primary point of contact for internal and external communications;

Schedules and coordinates appointments and meetings to ensure there are no scheduling conflicts;

Obtains, compiles, organizes, and prepares information and data for various reports and meetings ensuring information is complete;

Makes travel arrangements and accommodations including travel requests and vouchers;

Recognizes and handles sensitive and confidential materials;

Prepares and edits correspondence, reports, and presentations;

Maintains financial records and various databases;

Processes purchase requisitions and other financial documents;

Processes departmental payroll, maintains personnel files and records, submits all forms related to hiring, title changes, and terminations;

Reviews reports for completeness, accuracy, and format;

Drafts correspondence to respond to inquiries relevant to management and budget matters;

Assists in the hiring and onboarding of new employees;

Serves as a liaison between the Director of OMB and other departments or external parties;

Handles inquiries and communications on behalf of the Director;

Organizes and maintains office files and records;

Orders office supplies and manages inventory;

Establishes, maintains, and updates files, databases, and records;

Ensures compliance with office policies and procedures;

Attends meetings as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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Thorough knowledge of standard office platforms (Word, Excel, PowerPoint, Outlook, Microsoft Office);
Thorough knowledge of office procedures, administration and systems, office technology, and workflow;
Thorough knowledge of office equipment and technology tools;
Good knowledge of computer operating techniques related to the administrative and financial record keeping, and databases;
Working knowledge of governmental financial regulations and procedures;
Ability to communicate effectively both orally and in writing;
Ability to establish and maintain effective working relationships;
Ability to compose reports, correspondence, and other office documents;
Ability to self-motivate and use independent judgment;
Ability to simultaneously perform a variety of assignments,
Ability to work independently;
Ability to perform close, detail work involving considerable visual effort and strain;
Strong interpersonal skills;
Strong problem-solving skills and the ability to work independently;
Professional and courteous demeanor;
Office and phone etiquette;
Strong attention to detail and accuracy;
Proactive approach to problem-solving and process improvement;
Time management; Detail oriented; Confidentiality.

MINIMUM QUALIFICATIONS:

- A) Possession of an Associate's Degree and two years of experience in office administration or in a senior level clerical position; OR
- B) Graduation from high school or possession of an equivalency diploma and four years of experience in office administration or in a senior level clerical position; OR
- C) Any equivalent combination of training and experience as defined by the limits of A) and B) above.