

CLASS TITLE: Office Administrator

CHARACTERISTICS OF THE CLASS: Under direction, coordinates and manages office operations and procedures for a City Department; and performs related duties as required.

EXAMPLES OF DUTIES: Plans and coordinates a variety of support functions including office communications, space management and mail service; organizes and directs the work performed by organizational units engaged in records maintenance, purchasing and inventory control; reviews and evaluates the work of subordinate staff engaged in routine clerical functions; establishes procedures and standard format style practices to ensure uniformity and consistency of outgoing correspondence; recommends methods in order to improve the efficiency of the department's work flow; formulates procedures for the retention, transfer and disposal of departmental records and files; creates and establishes messenger routes and guidelines for mailroom operations; oversees the design and layout of office areas and ensures the regular maintenance and upkeep of work facilities; coordinates the processing of documents for purchases of materials and supplies and contacts vendors for needed office equipment repairs; conducts staff meetings to disseminate pertinent information and to inform personnel of new or modified departmental policies; trains subordinate personnel in new office procedures and practices and evaluates their performance on a regular basis; may screen and interview clerical and support personnel for employment purposes.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or related degree supplemented by three years of progressively responsible in office management experience including one year of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of office procedures and methods. Considerable knowledge of department policies and standards. Good working knowledge of clerical and support functions.

Ability to plan, organize and direct the activities of a multiple location office. Ability to evaluate current office procedures and make recommendations for improved operations. Ability to work effectively with outside vendors.

Considerable skill in the application and utilization of modern office administration methods and techniques. Skill in the care and maintenance of office equipment and supplies. Considerable oral and written communication skills.