



City of Mill Valley

SENIOR ADMINISTRATIVE AIDE

JOB DESCRIPTION

DEFINITION

Under general direction, the Senior Administrative Aide leads and provides a combination of administrative, supervisory, clerical, customer service, programmatic, and technical duties based on the function and operations of the assigned department. This position also provides supervision to others as needed or assigned. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Senior Administrative Aide class is distinguished from the Administrative Aide class by work assignments which are performed more independently and are more complex and requires advanced knowledge of department and City processes and procedures, and routinely exercise independent initiative and judgement. This class is further distinguished from Administrative Aide in that assignments may require direct and/or indirect supervision of other personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned Department Head or their designee. May be assigned to support elected or appointed bodies such as boards, commissions, and/or committees. Assignments typically include direct and/or indirect supervision of other personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

May include but are not limited to the following:

- Provides high-level and efficient administrative and customer service assistance to the assigned department, elected or appointed officials, and to members of the public.
- May be assigned to provide administrative support to one or more City boards, commissions, or committees which includes: scheduling, preparing and distributing agendas, taking minutes, acting as a liaison, writing staff reports, and other related duties as assigned.
- May be assigned to provide regular supervision, training, evaluation, and discipline to designated full-time and part-time employees, as well as contractors and/or volunteers.
- May be assigned to provide regular research, data collection, report preparation, and information sharing/coordination.

- Performs a variety of confidential and complex clerical and administrative duties including centralized clerical support, records management, and compliance with applicable policies and laws.
- Coordinates or supervises the assembling of responses to Public Records Act requests and other requests for information.
- Assists with or supervises the department payroll, budget, purchasing, monetary transactions, scheduling, record-keeping, personnel procedures, and the research and preparation of various reports.
- Supports regular personnel-related activities/processes including recruitment, onboarding, performance reviews, etc.
- Manages and coordinates the assigned department's communications including newsletters, program offerings, public notices, emergency notifications, electronic notifications, etc.
- Maintains or supervises the maintenance of the department's online content and communications, as well as social media presence.
- Other duties as assigned.

JOB RELATED AND ESSENTIAL FUNCTIONS

Knowledge of:

- The principals and methods of modern office practice and procedures.
- Best practices and principles in customer service.
- Basic budget and financial principles and practices.
- Principles and practices of modern office management
- Principles and practices of local government.
- Methods and techniques of supervision, training, and motivation.
- Methods and techniques for research, analysis, recordkeeping, and report writing.
- Department policies and procedures.
- Brown Act, Political Reform Act, and Public Records Act requirements and best practices.

Skills and Abilities to:

- Communicate clearly and concisely, orally and in writing.
- Communicate professionally and tactfully with staff and members of the public.
- Interpret, apply, and teach City policies, regulations, and procedures as needed.
- Establish and maintain cooperative relationships with City officials and employees, the general public, and representatives of other agencies.
- Compile and organize data, records, and communications.
- Use appropriate discretion in maintaining confidential data and information.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Coordinate projects and meet established deadlines.

- Efficiently and effectively accomplish assigned tasks using office and computer equipment or programs.
- Use independent and innovative judgment and personal initiative.
- Think clearly and act effectively in emergency situations.

EDUCATION AND EXPERIENCE

Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

Education: Equivalent to a Bachelor’s degree from an accredited college or university with major course work in public administration, business administration or a closely related field.

Experience: Five years of progressively responsible related administrative experience, preferably in a municipal government or other public agency environment. A minimum of two years of supervisory experience is preferred.

Training & Certificates: Individuals must be physically capable of operating a motor vehicle safely and possess a valid, Class C, California Driver’s License, OR be able to demonstrate the ability to travel on scheduled or unscheduled visits to various locations in the City which may or may not be reachable by public transportation.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee frequently is required to use hands to finger, handle or feel and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

OTHER

FLSA Status: Exempt
Bargaining Unit: N/A
Approved by: City Manager McCann
Date: Retroactive to July 1, 2018