

**CITY MANAGER'S REPORT  
AUGUST 12, 2019 CITY COUNCIL REGULAR MEETING****ITEM: CREATION OF A JOB DESCRIPTION FOR AN  
ADMINISTRATIVE ASSISTANT III POSITION****RECOMMENDATION: Adopt a Resolution to Approve the Creation of a Job  
Description for an Administrative Assistant III  
Position Grade 47**

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**SUMMARY:**

There are currently three levels to the Administrative Class Series: Administrative Assistant I, Administrative Assistant II and Senior Administrative Assistant. The Administrative Assistant I/II position provides office, clerical and administrative support to management staff in the department they are assigned. The Senior Administrative Assistant performs a variety of supervisory duties, overseeing clerical support staff and performing confidential and complex administrative duties. There is a need for a higher level of administrative support within the departments that is below the level of a Senior Administrative Assistant.

Staff is proposing the creation of an Administrative Assistant III position that will give departments a higher level of support and allow additional growth opportunities for current staff.

**BACKGROUND:**

Due to the fast pace of work within the City, it is necessary to have qualified staff to support and keep up with the daily needs within departments. As development throughout the City increases, so does the amount of work coming into the City Departments. There is a need for a higher level of administrative support that is below the level of a Senior Administrative Assistant, but more than an Administrative Assistant II.

The job description for the Administrative Assistant III has been sent to Service Employees International Union (SEIU) 1021 for review and acceptance to their list of represented positions. The position is FLSA Non-Exempt and will be added to the Grade-Step Table at Grade 47.

**RECOMMENDATION:**

Staff recommends Council approve the creation of a job description for an Administrative Assistant III position to assist with higher-level administrative support within all City departments. It is important to have staff in place with the skills necessary to keep up with demanding workload of the City.

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**FISCAL IMPACT:**

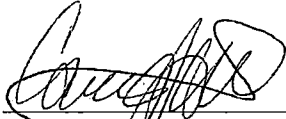
The Administrative Assistant III position will be placed at Grade 47 of the grade step table.

**ATTACHMENTS:**

- A. Resolution Approving the Creation and Funding for an Administrative Assistant III
- B. Job Description for Administrative Assistant III

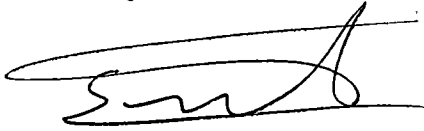
**CITY MANAGER'S REPORT  
AUGUST 12, 2019 CITY COUNCIL REGULAR MEETING  
FUNDING FOR AN ADMINISTRATIVE ASSISTANT III**

**APPROVALS:**



Carl James  
Director of Finance and  
Administrative Services

8/7/19  
Date



Salvador Navarrete  
City Attorney

8-7-19  
Date



Stephen J. Salvatore  
City Manager

8-7-19  
Date

**RESOLUTION NO. 19-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP APPROVING CREATION OF A JOB DESCRIPTION FOR AN ADMINISTRATIVE ASSISTANT III POSITION**

**WHEREAS**, the Administrative Class Series is currently comprised of an Administrative Assistant I, Administrative Assistant II and Senior Administrative Assistant; and

**WHEREAS**, there is a need for a higher level of administrative support within the departments that is below the level of a Senior Administrative Assistant; and

**WHEREAS**, due to the fast pace of work within the City, it is necessary to have qualified staff to support and to keep up with the daily needs within the City Departments; and

**WHEREAS**, it is important to have staff in place with the skills necessary to keep up with demanding work load which will also provide additional growth opportunities; and

**WHEREAS**, the City has recommended adopting a new classification of Administrative Assistant III; and

**WHEREAS**, this position will be represented by Service Employees International Union (SEIU) 1021, is FLSA Non-Exempt and will be added to the Grade-Step Table at Grade 47;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lathrop, does hereby approve the new job classification of Administrative Assistant III.

**PASSED AND ADOPTED** this 12<sup>th</sup> day of August 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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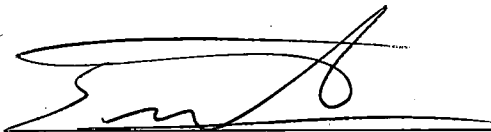
SONNY DHALIWAL, MAYOR

**ATTEST:**

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Teresa Vargas, City Clerk

**APPROVED AS TO FORM:**



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Salvador Navarrete, City Attorney

**CITY OF LATHROP  
ADMINISTRATIVE ASSISTANT III**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, performs routine and complex tasks and duties assigned to classes within the Administrative Assistant series by providing office, clerical and administrative support to management staff, and other staff, in one or more departments as needed; interprets and applies policies, procedures and work methods associated with assigned duties; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Administrative Assistant III** is an advanced level class in the Administrative Assistant series in which incumbents are expected to independently perform the full scope of assigned duties conforming to policy and requirements. Incumbents perform a full range of office and administrative support duties, preparation of reports, and preparing responses to public inquiries with a high level of administrative detail. This classification is distinguished from the next higher classification of Senior Administrative Assistant in that the latter supervises, assigns, oversees and reviews work of lower level staff.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from a department head and/or management staff. May provide technical and functional supervision to lower level administrative positions.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs a wide variety administrative duties for the Department Head, management staff, and other staff, in one or more departments.
- Organizes own work, sets priorities, meets deadlines.
- May assist or be responsible for organizing and coordinating the work of an office or function.
- Answers phone and greets customers at the front counter; responds to questions and concerns from the general public; provides information as is appropriate and responds to complaints.
- Composes independently or from oral instructions, notes or rough draft, a variety of materials including inter-office communications, letters, forms, memoranda, bulletins, legal documents, notices and other materials; proofreads and verifies accuracy of documents; transcribes dictation from a mechanical source.
- Prepares a wide variety of reports and forms requiring independent assembly of information, judgment and interpretation; prepares routine agenda reports, ordinances and resolutions for City Council and/or various Commissions.
- Coordinates, schedules and attends a variety of public and private meetings as assigned; assures proceedings comply with established requirements; prepares and sends out notices of meetings; maintains appointment and activity calendar; reserves facilities; collects and compiles information for meetings; prepares agendas, supplemental materials and other documents; takes and transcribes minutes as directed.
- Researches and assembles information from a variety of sources for the completion of claims,

- reports, and responses to record requests.
- Reviews reports for possible action on accidents involving City property or employees; obtains reports and information from other City departments; prepares reports and reviews for accuracy and errors and makes recommendations for action.
  - Confers with claimants, departments, vendors, and other members of the public on matters specifically assigned.
  - Assures timely communications between assigned office and City employees; initiate and receive phone calls to receive and transmit information; resolve issues as appropriate.
  - Coordinate travel arrangements and hotel reservations as necessary; prepare and assure proper completion of reimbursement forms.
  - Reviews applications, permits, records and files to determine accuracy and completeness; receives and processes fees, fines or other money; prepares receipts and balances money received; performs accounts payable and receivable for assigned department; assists with the development, administration and monitoring of a department's budget.
  - Tracks and monitors outside contracts; applies and monitors compliance for various grants for assigned programs.
  - Acts as a liaison with City employees and management on a variety of issues.
  - Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Administrative Assistant III**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of significant directly related and progressive clerical experience related to municipal government or a related field, and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license may be required for some positions.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

**Knowledge of:**

Standard office and administrative policies and procedures; City codes and ordinances; depending on assignment, knowledge of accounting, clerical, construction and computer terminology may be required; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Provide general clerical support to one or more departments; read, understand, and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of the work; read, understand and explain plans, maps, aerial photos, drawings, reports, applications, construction documents, and specifications; learn the policies, procedures, and guidelines of the Department to which assigned in a timely manner; maintain a high level of confidentiality; maintain accurate office files; compose correspondence or documents; meet critical deadlines; deal successfully with the public, in person and over the telephone; courteously respond to community issues, concerns and needs; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate standard office equipment, including a computer and variety of word processing and software applications.

**Historical Data**

Adopted: August 12, 2019

Resolution: 19-\_\_\_\_\_

Unit: SEIU

Pay Grade: Grade 47

FLSA Status: Non-Exempt