General Statement of Duties

Performs paraprofessional operational duties that serve the needs of the business unit, evaluates operational practices, and makes recommendations for improvements.

Distinguishing Characteristics

This class performs paraprofessional operational duties that serve the needs of the business unit. The Operations Assistant is distinguished from an Administrative Support Assistant IV that performs specialized and/or technical office support work that requires detailed knowledge of the specialized/technical area. The Operations Assistant class is also distinguished from the Staff Assistant class that performs paraprofessional level work to execute components of a specific administrative function(s) in the operations of an organization.

Operations Assistants participate in the operations of a department/agency to achieve its business objectives. Employees have an advanced knowledge of the business unit, policies, procedures, and applicable federal, state, and/or local guidelines. Whereas, a Staff Assistant is responsible for components of administrative functions that are typically performed by an administrator or professional level class that have been delegated by the manager to support an operational or functional area(s).

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

By position, performs lead work.
Essential Duties

Researches and analyzes a variety of operational issues, collects data from various sources, evaluates data, and prepares reports and presents preliminary recommendations to supervisor or manager.

Evaluates and monitors new or existing procedures for effectiveness, outlines needed changes for improvements, and assists in the implementation of new and revised methods, procedures, or systems.

Acts as a liaison by providing technical support and customer service to staff members, other city department/agencies, and the public while maintaining a working knowledge of relevant laws, regulations, policies, and procedures related to the operational area.

Maintains the official records retention schedule to facilitate records storage and retrieval and provides training to staff members in order to ensure compliance with records retention policies and procedures and to explain newly developed or revised records management procedures.

Assists in determining if new equipment is needed, purchases equipment and operating supplies, contacts vendors to resolve discrepancies, and monitors expenditures.

Participates in developing, revising, and updating instructional materials, manuals, and websites.

Trains employees on new procedures and other areas that are specific to the work area.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Information Management – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Skill with computer software, including Microsoft Office programs.
Education Requirement
Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement
Three (3) years of clerical experience at the type and level of an Administrative Support Assistant IV.

Education & Experience Equivalency
Additional appropriate education may be substituted for two years of the minimum experience requirement. which doesn't allow for substitution for 1 of the 3 years.

Licensure & Certification
By position, requires a valid Driver’s License at the time of application.

By position, requires certification in CPR/First Aid at the time of application or within six months of probation.

Licenses and certifications must be kept current as a condition of employment.

Working Environment
Subject to many interruptions.
Subject to traffic, roadways, and pedestrians.

Level of Physical Demand
1-Sedentary (0-10 lbs.)

Physical Demands
(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.
Handling: seizing, holding, grasping, or otherwise working with hands.
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Near Visual Acuity: ability to see clearly at 20 inches or less.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement
Criminal Check
Employment Verification
By position, Motor Vehicle Record
By position, Licenses/Certification

Assessment Requirement
None
Probation Period

At-Will Position.

Class Detail

Pay Grade: X-000
FLSA Code: N
Management Level: 10
Established Date: 12/14/2018
Established By: Lori Schumann
Revised Date:
Revised By:
Class History: