



CLASS TITLE | SPECIAL ADMINISTRATIVE AIDE III

PAY GRADE: EX-40 | www.cityoftulsa.org/pay

Class Code: 2093

Effective Date : 11/02/2022

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for office management and administrative work including departmental budget preparation, personnel administration, and the coordination of internal and external interactions to promote departmental objectives; and performs other related assigned duties.

ESSENTIAL TASKS:

- Provides administrative support to the department head, communicating procedures and processes to management and staff to develop goals and achieve departmental objectives
- Serves as department liaison for special projects and provides support and coordination of committees, boards and authorities as assigned
- Oversees and evaluates the progress and performance of individuals and work groups, prioritizing implementation and reporting outcomes
- Manages and coordinates the preparation and monitoring of the department's annual budget and administrative division budget
- Manages the department's administrative personnel and implements office policies and procedures
- Prepares procedural manuals developing formal statements of improved methods of operation and coordinates corrective action to address deficiencies
- Investigates and responds to inquiries and complaints determining a resolution, as needed
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following options:

1. (a) Completion of sixty (60) hours from an accredited college or university; **and**,
(b) Six (6) years of experience relevant to the essential tasks listed in this job description; **or**,
2. (a) Completion of one hundred and twenty (120) hours from an accredited college or university;
and,
(b) Four (4) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of City ordinances, policies and procedures, and legislative functions
- Considerable knowledge of the principles and practices of business organization and office management
- Considerable knowledge of strategic planning, project management and oversight
- Good knowledge of personnel management and budget preparation
- Good knowledge of purchasing and accounting and revenue functions

Ability to:

- Ability to plan and direct the work of others
- Ability to manage and supervise the department's payroll and personnel system
- Ability to collect, analyze and interpret data to prepare and present reports
- Ability to communicate effectively, both verbally and in writing
- Ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate internal and external customers



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Skill in:

- Skill in organization and scheduling

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 10 pounds; occasional carrying up to 5 pounds; may be subject to walking, standing, and sitting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires some travel to various City locations to attend community meetings; and requires some evening work.

EEO Code: E-02

Group: Clerical and Administrative

Series: General Administrative