

## **CLASS TITLE: ADMINISTRATIVE SERVICES OFFICER II**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for complex office management and administrative work including departmental budget preparation and administration, personnel administration and supervision, fiscal and operational records maintenance, and departmental management details; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Prepares and manages the departmental budget
- Assists with budget decisions and monitors use of department funds
- Serves as security administrator for computer database utilized by other City departments (in some positions)
- Prepares and maintains various reports and files
- Supervises and trains office personnel
- Manages department's payroll/personnel, purchasing, and accounts payable/receivable functions
- Maintains/audits various accounts
- Develops, implements, and enforces filing and other office policies and procedures
- Serves as secretary and authors routine correspondence (in some positions)
- Serves as department's PC LAN administrator (in some positions)
- Serves as property coordinator accounting for and disbursing funds held in escrow (in some positions)

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

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with an associate's degree in business or public administration or a closely related field and three (3) years of related experience; or a bachelor's degree in business administration, public administration, or closely related field, and one (1) year of responsible administrative or management experience, preferably in the field of the department involved; or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of research methods and techniques, and methods of report presentation; considerable knowledge of business organization and management; good knowledge of personnel management, accounting principles, and budget preparation and management; and good knowledge of the rules, regulations, and operating procedures of the department to which assigned. Ability to collect, organize, and present complex technical data; ability to analyze and interpret pertinent laws, ordinances, and regulations; ability to write comprehensive reports; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, and telephone; frequent lifting, carrying, pushing, and pulling up to 20 pounds; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, crawling, handling, feeling, kneeling, climbing, twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

**Class Code: 6000**

**EEO Code: E-02**

**Pay Code: EX-28**

**Group: Clerical and Administrative**

**Series: General Administrative**

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**Effective Date: July 1, 2000**