



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
ADMINISTRATIVE ASSISTANT
(Classification Specification)
(Classified)

JOB SUMMARY

The Administrative Assistant provides a variety of routine and complex clerical, administrative and technical work in the administration of the city/county government.

SUPERVISION RECEIVED

The Administrative Assistant reports to a division head, manager or designee.

SUPERVISION EXERCISED

May exercise supervision over clerical, temporary or other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to this classification. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

- Manages and supervises assigned operations to achieve goals within available resources.
- Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff.
- Reviews progress and directs changes as needed.
- Assists in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations.
- Coordinates activities with other departments and agencies as needed.
- Communicates official plans, policies and procedures to staff and the general public.
- Makes presentations to supervisors, boards, commissions, civic groups and the general public as assigned.
- Assures that assigned areas of responsibility are performed within budget.
- Monitors revenues and expenditures in assigned area to assure sound fiscal control.
- Assists in the preparation of annual budget requests.
- Evaluates work procedures, schedules, and workflow.
- Studies and recommends policies and procedures to improve efficiency and effectiveness of operations.
- Performs or assists subordinates in performing duties.

- Prepares a variety of studies, reports and related information for decision-making purposes.
- Conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.
- Provides administrative assistance to supervisor in meeting management.
- Assembles background materials, prepares agendas, and records action items for various meetings.
- Prepares drafts of speeches, presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned.
- Investigates and follows-up on citizen requests for service, complaints, and requests for information.
- Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from high school or GED equivalent and;
- Three (3) years of increasingly responsible administrative experience;
- Bachelor's degree in public administration, political science, human resources, business management, or a closely related field is preferred.

Licenses, Certificates and/or Special Requirements

- A valid California motor vehicle operator's license is required.

Knowledge, Skills and Abilities

- Working knowledge of principles and practices of modern public administration; Human resource administration and modern records management techniques.
- Working knowledge and ability to use various computer software programs, such as spreadsheets and word processing.
- Ability to multitask, prioritize to-dos, and maintain an organized office environment.
- Strong written and verbal communication skills to interact with employees, clients, and vendors effectively.
- Ability to identify and resolve issues related to office operations, facilities, or staff.
- Knowledge of proper usage of the English language and phraseology.
- Ability to manage budgets, track expenses, and ensure financial compliance.
- Ability to perform basic mathematical computations.
- Working experience ensuring accuracy in documentation, financial transactions, and other administrative tasks.
- Working experience supervising staff, delegating tasks, and providing training as

needed.

- Ability to plan and coordinate office projects, such as events or presentations.
- Ability to comprehend and follow oral and written directions.
- Ability to ensure accuracy in documentation, financial transactions, and other administrative tasks.
- Ability to deal tactfully and courteously, and to establish and maintain cooperative working relationships with the general public and City staff.

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. While performing the required duties of this job, the employee is required to sit for up to two hours, talk, hear, stoop, and walk; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderate. The employee works in office conditions with controlled temperature settings.

FLSA Status: Non-Exempt

Bargaining Unit: HMEA

Civil Service Status: Classified

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