



Town of Oro Valley Classification Description

Title: **SENIOR OFFICE SPECIALIST**

Job Code: 1820

FLSA Status: Non-Exempt

Department: Varies

Salary Grade: 109

POSITION SUMMARY:

Under general supervision, provides highly skilled administrative and secretarial assistance and support to Directors and Administrators of an assigned department or division.

ESSENTIAL JOB FUNCTIONS:

- A. Provides higher-level administrative and secretarial assistance and support to Directors and Administrators.
- B. Responds to customer requests for Department information.
- C. Provides confidentiality and Department information.
- D. Assists in the development, implementation and administration of Departmental budget.
- E. Prepares reports and documents other than basic correspondence.
- F. Processes cash and check payments, performs tasks relative to keeping financial and statistical records and accounts and monitors monthly expenditures.
- G. Assists in the maintenance of the calendar of events and activities for the Department.
- H. Oversees, trains and participates in coordinating events and projects.
- I. Coordinates contracts for office equipment and supplies.
- J. Assists management in the analysis of departmental data and operations.
- K. Estimates expense costs for events and maintains budget.
- L. Assists in and operates office equipment.
- M. May supervise support staff, perform employee evaluations and approve requests for sick and annual leave.
- N. Plans, organizes, prioritizes, assigns and reviews tasks given to support staff for accuracy and completeness.
- O. Analyzes work related situations and makes independent decisions.
- P. Develops and maintains files and records and provides personnel copies of files requested.
- Q. Assists in implementing and communicating policies and procedures.
- R. Answers, screens and directs telephone calls and receives, reads and sorts mail.
- S. Attends and participates in meetings and prepares and posts agendas.
- T. Prepares, copies and distributes meeting materials and transcribes minutes.
- U. Assists other departmental personnel in resolving information technology issues.
- V. Regular, daily attendance is an essential function for this position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Town and Department policies and procedures.
- Knowledge of research and report preparation techniques.
- Knowledge of personal computer hardware and software.
- Knowledge of event planning techniques and methods.
- Skill in interpreting and applying relevant Town, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Skill in analyzing data and developing reports.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent required. College highly desirable.
- Four (4) years' experience in office administration; **OR** an equivalent combination of education and experience.
- Previous experience in providing leadership to other clerical staff is preferred.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.