



City of Pacifica

ADMINISTRATIVE ASSISTANT I/II/III

DEFINITION

Under immediate and general supervision, classes in this three level series provide a wide variety of responsible and complex administrative, secretarial and clerical duties for an assigned department and department head, to coordinate and participate in office functions in support of the department's goals and objectives; to provide information and assistance to employees and the public regarding departmental policies and procedures.

DISTINGUISHING CHARACTERISTICS

The emphasis of the Administrative Assistant series is on the accomplishment of general clerical and administrative support duties.

Administrative Assistant I

This is the entry level in the series. Employees perform routine duties under immediate supervision.

Administrative Assistant II

This is the journey level in the series. Employees perform both routine and more complex duties under general supervision.

Administrative Assistant III

This is the advanced/lead level in the series. Employees perform the most complex duties under general supervision. Employees may lead or supervise subordinate staff.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided to the Administrative Assistant I. General supervision provided to the Administrative II and III is provided by the department head or designee. The Administrative Assistant III may lead or supervise assigned staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Maintains a system of files and records.
- Composes correspondence and prepares reports independently or from oral instructions.
- Makes appointments and meets callers.
- Operates various office machines and equipment as required.
- Performs other duties as assigned.
- Invoice Entry.

In addition, the Administrative Assistant II performs the following duties

- Plans, schedules and performs a wide variety of clerical and typing work related to the function to which assigned;
- Supplies information involving facts and interpretations.

- Compiles information for reports and transactions and assists in the consolidation and presentation of data.
- Prepares documents based on data obtained from records and other sources and processes them in accordance with prescribed procedures.
- Establishes and maintains systems to insure accountability and controls
- Facilitates special event and community meeting planning and facilitation
- Creates social media content and executive presentations utilizing design software
- Processes payroll and financial documents.
- Prepares detailed and complex reports.
- Conducts transactions with the public in matters requiring a detailed knowledge of rules, procedures, policies, precedents and activities.
- Coordinates on-boarding new staff

In addition, the Administrative Assistant III performs the following duties

- Manages communications with City employees, elected officials, Commissioners, local and county executives, community members, and civic groups.
- Contract Management.
- May assist with the preparation of staff reports, as well as budget and grant submittals,
- May lead or supervise staff

QUALIFICATIONS:

Knowledge of:

- Modern office practices and procedures.
- Correct English usage, including spelling, grammar, and punctuation;
- Office software and computers

In addition, for the Administrative Assistant II

- Basic payroll procedures
- Basic accounting procedures
- Communications principles and practices

In addition, for the Administrative Assistant III

- Office management principles and practices
- Supervisory principles

Skill/Ability to:

- Perform clerical work involving independent judgment, accuracy and speed.
- Type 50 words per minute.
- Perform basic mathematical calculations.
- Learn and interpret rules, regulations, laws and processes.
- Operate a variety of office machines, including computers and supporting word processing and spreadsheet applications and duplicating equipment.
- Establish and maintain effective relationships with others.
- Communicate effectively in person and on the telephone.

In addition, for the Administrative Assistant II

- Learn specialized computer programs.
- Plan and support various meetings

In addition, for the Administrative Assistant III

- Utilize specialized computer programs to support various functions

- Plan, lay out and conduct clerical operations.
- Provide direction to assigned staff.
- Manage office functions efficiently.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Administrative Assistant I

Experience:

One year of experience performing clerical and administrative support duties

Training:

Equivalent to a graduation from high school.

Administrative Assistant II

Experience:

Two years of experience performing increasingly responsible clerical and administrative support duties

Training:

Equivalent to a graduation from high school.

Administrative Assistant III

Experience:

Three years of experience performing highly responsible clerical and administrative support duties

Training:

Equivalent to a graduation from high school.

ADDITIONAL INFORMATION:

Physical skills

Must possess mobility to use modern office equipment, including a computer; strength to lift and carry office supplies weighing up to 35 pounds, ability to read printed materials and a computer screen; hearing, and speech to communicate in person and over the telephone.

Work Environment

While performing the essential functions of this classification the employee will primarily work in an office environment. The employee must be able to complete specific administrative tasks while maintaining availability to the public for inquiries and adequate response to stressful situations.

Job Title:	Administrative Assistant I / II / III
Reports To:	
Job Type:	Full-time (40 hours per week / 2080 hours per year)
FLSA Status:	Non-Exempt
Bargaining Unit:	Teamsters Misc Local 856 (Misc 856)
Adopted:	05/27/2025