

## ADMINISTRATIVE ASSISTANT, EMERGENCY MANAGEMENT

### DESCRIPTION OF WORK

An employee in this class assists the Director and Assistant Director of Civil Preparedness in administering the fiscal and business management activities of a local civil preparedness agency.

### EXAMPLES OF DUTIES PERFORMED

Makes administrative analyses, develops and implements policies and procedures to provide efficient operation of agency fiscal and business management affairs.

Makes budgetary estimates and provides supporting data for use of the Civil Preparedness Director in planning for budget requests.

Approves bills, purchase orders and travel expense accounts and transmits them to the appropriate county or city department for action.

Maintains liaison with other agencies and interprets and explains policies and procedures related to civil preparedness management activities.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

General knowledge of office management techniques, ability to practice effective communication techniques both orally and in writing.

Knowledge of and ability to apply the principles and practices of modern office management.

Ability to interpret and apply regulations and policies relating to fiscal and business management activities of a civil preparedness agency.

Ability to plan, assign, and supervise the work of others.

Ability to deal tactfully with the public and to exercise good judgment in appraising situations and making decisions.

#### Minimum Education and Experience

Graduation from high school or equivalent and three years of paid employment in office work in a business, governmental, or military organization, of which one year involved responsibility for office operation and supervision of personnel; or an equivalent combination of education and experience.