



CITY OF SHREVEPORT
CLASS SPECIFICATIONS
Unclassified

Assistant to the Director, Property Standards

EFFECTIVE
DATE ADOPTED:

GRADE:
CLASS NO:

CLASS FEATURES:

POSITION SUMMARY:

This position reports to Director or Deputy Director. This position provides administrative and secretarial support for the Director and department. In addition to typing, filing and scheduling, performs duties such as financial record keeping, payroll, coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects. Answers non-routine correspondence and assembles highly confidential and sensitive information. Interacts with a diverse group of external customers, public officials, corporate executives and the general public. Must use independent judgment to plan, prioritize and organize a rigorous workload, and recommend changes in office practices or procedures. Possess the ability to handle multiple tasks. For success, must be proficient in basic accounting practices, highly organized and attentive to details. This position is also responsible for training division staff accountable for contracts and purchase orders.

ESSENTIAL FUNCTIONS:

1. Provides administrative support to the Director and other members of management including directing meeting requests, phone calls and makes travel arrangements.
2. Purchases office supplies (including letterhead, business cards, etc), equipment, ordering consumables, and professional services.
3. Plans, processes and implements approved departmental logistics. Researches, develops and submits recommendations to improve services and other aspects of department's mission. Formulates budget estimates.
4. Holds, attends and participates in conferences, meeting, briefings and interviews with officials.
5. Composes letters, memos, reports, drafts ordinances and resolutions. Maintains and retrieves records, data and information on automated files.
6. Acting as liaison with all other city departments, vendors, state/federal representative, the public, etc.
7. Supervises the coordination of daily work activities; organizes, prioritizes, and assigns work, monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise. Monitor work flow schedule and review case files weekly for compliance information and processing.
8. Prepares budget requests, expenditure estimates and enters budget and cost data to automated accounting and purchasing systems.
9. May prepare standard contract documents, participate in bid process and monitor outcomes. Ensure the Environmental Court proceedings are on schedule and on the administrative calendar.
10. May recommend new hires, promotions, and other personnel actions.
11. Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

EDUCATION:

Bachelor's Degree from an accredited college or university in Business Administration, Business Management, or Accounting and 8 years of experience in administration or equivalent combination of education and experience.

Valid State Vehicle Operator's License Is required.

EXPERIENCE:

A minimum of 8 to 10 years of supervisory experience or executive assistant type work.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of all Microsoft software which includes: Excel, Word, PowerPoint, and Outlook.

Must use independent judgment to plan, prioritize and organize a rigorous workload, and recommend changes in office practices or procedures.

Thorough knowledge of the City of Shreveport's Property Standards code and related Ordinances; verbal facility; tact and diplomacy; ability to read and interpret work specifications, cost estimates, blueprints and write work specifications, decision maker and a demeanor that generates confidence, respect and trust.

ADA COMPLIANCE:

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Works under pressure due to multiple calls, inquiries, and conflict. This position is subject to many interruptions and unpredictable situations. Overtime may be required.

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 duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

TRAVEL:

Travel is primarily local during the business day, although out-of-the-area and overnight travel will be expected.

NORMAL PROMOTION PATH FROM THIS CLASS

Any higher class for which eligible and qualified.

Please send resumes to the Director terrence.green@shreveportla.gov