



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: PUBLIC EVENTS ADMINISTRATIVE ASSISTANT

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0130

PAY RANGE CODE: 16.1 MC REVISION DATE: 4/27/17

NATURE OF WORK:

This is administrative and supervisory work in the Parks, Recreation, and Public Property (PRPP) Department. Work involves assisting the department director and division managers in all areas associated with planning and facilitating public events throughout the entire department. Work also includes supervising a small group of employees engaged in but not limited to processing purchase orders, preparing council documents, and other related clerical duties. Work is performed with considerable independence, making decisions based on experience and departmental policies.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Assists with the interviewing and hiring of all part-time event staff workers and prepares and processes new hire and submits to Human Resources. Trains, schedules, and supervises subordinate clerical staff.

Maintains time and attendance forms and other employee records for all full-time and part-time employees within the Department.

Completes requisitions and vouchers for the purchase of supplies, maintenance, repairs, and other services for three (3) public events facilities. Maintains a database of requisitions and vouchers.

Develops and retains necessary records for control of operations within approved budget.

Maintains the Director's calendar, coordinates the preparation of the department events calendar, gathers and distributes weekly and monthly updates to the events calendar; maintains awareness of all public events for the department.

Prepares billings; collects and develops application fees; administers petty cash fund.

Transcribes dictation and develops computer spreadsheet applications to prepare correspondence, City council documents, and other reports.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of general office procedures, standard clerical techniques, and office equipment.

Knowledge of business English, spelling, mathematics, and bookkeeping.

Ability to learn facility and equipment requirements, floor plans and other arrangements for presenting public events such as entertainment, sporting events, and trade shows.

Ability to learn departmental policies, rules, regulations, procedures, functions and sources of information and to make decisions in applying these to work problems.

Ability to prioritize and oversee multiple projects and responsibilities while meeting stringent deadlines.

Ability to maintain clerical records and prepare accurate reports from them.

Ability to prepare financial reports including budget accounting.

Ability to plan, assign, review, and supervise the work of clerical employees.

Ability to quickly and accurately perform basic mathematical computations to include addition, subtraction, multiplication, and division.

Ability to maintain flexibility in responding to changing requirements and in coordinating multiple priorities.

Ability to understand written or oral instructions.

Ability to communicate with employees, concessionaires, promoters, business representatives and the public.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit 76 to 100% of the time; to reach, bend, stand, and walk up to 25% of the time.

Ability to move and transport objects weighting up to 10 pounds up to 33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree

OR

High school graduation or equivalent

AND

Four (4) years of professional office work in an office setting

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to sites throughout the city during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting amid normal conditions of dust, odors, fumes, and noise.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Printer
Calculator

Telephone
Copier
Facsimile Machine

Previous Revision Date(s): 7/20/93