

**CLASS TITLE: ADMINISTRATIVE ASSISTANT  
TO THE DIRECTOR  
OF ADMINISTRATION**

**Class Code: 02506700**

**Pay Grade: 36A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform responsible administrative functions, assisting the Director of the Department of Administration in planning, coordinating, implementing and controlling the functions of the various agencies of the Department of Administration; to serve on committees in the place of the Director in case of his absence; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director with wide latitude for the exercise of independent judgement.

**SUPERVISION EXERCISED:** Assists the Director in planning, organizing, directing and monitoring the activities of the divisions within the Department.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform responsible administrative work assisting the Director of the Department of Administration in planning, coordinating, implementing and controlling the functions of the various agencies of the Department of Administration.

To assist the Director by relieving him of administrative details involving contact with division heads, state officials or the public.

To keep officials within the Department of Administration informed of the Director's decisions and recommendations on programs and policies, to contact these officials at frequent intervals to ascertain the actions taken by them relative to such decisions.

When assigned, to cooperate with, advise, and guide various commissions and agencies of state, and local governments on matters affecting the programs and laws administered by the department.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the practices of the Department of Administration and its agencies; a working knowledge of the laws administered by the Department of Administration; a working knowledge of administrative planning, directions and evaluation, and the ability to apply such knowledges; the ability to meet and work effectively with officials of other state and local governmental agencies; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing; and

**Experience:** Such as may have been gained through: five years employment in a responsible supervisory and administrative position in a public agency or in private industry.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: January 7, 1979

Editorial Review: 3/15/03