

## The Maryland-National Capital Park and Planning Commission

TITLE: Principal Administrative Assistant  
SERIES: General Administrative

GRADE: C06 CODE: 2389  
DATE: 02/02/09 FLSA: Non-Exempt  
EEOC: Para-Professional

### Class Definition

Under general supervision, performs technical support work to control, review, and process a variety of materials and documents for one or more functions (e.g., finance, human resources) for an organizational unit, division, or major program activity. Monitors administrative processes to ensure conformance with policies and procedures. Conducts research on designated topics. May perform difficult administrative support work to ensure the efficiency and effectiveness of office operations; however, more than 50% of the time is spent on technical support duties. Performs other duties as assigned.

Technical support work differentiates from specialist work, as the technician is responsible for collecting, compiling, and preparing documents, reports, and correspondence. Specialist work requires knowledge of job specific training, including a college degree in the field in order to perform analytical work, which requires interpretation of policy, program development, and negotiation.

### Examples of Important Duties:

1. Financial: Maintains and reconciles financial reports and records to track expenditures and account balances. Prepares accounting data for processing. Estimates revenues and expenditures and prepares support documents. Provides administrative support in budget preparation process. Reviews payroll information and resolves discrepancies. Administers petty cash fund, including receipts, disbursements, reconciliations, and audits.
2. Purchasing: Prepares, monitors, and audits purchasing records (e.g. purchase orders, purchase cards, requisitions). Receives and processes requests for supplies and equipment. Obtains bids and price quotes and recommends best vendor. Prepares contracts using boilerplate text, and tracks contracts through review process.
3. Human Resources: Performs divisional technical human resources work. Maintains confidential personnel files. Initiates, prepares, and processes paperwork (e.g., personnel actions, benefits, tuition assistance) and related support documents. Assists with recruitment process: drafts ads; participates in the screening of applications and arranges interviews. May participate in interviews and selection. Conducts orientation sessions for new employees to explain unit organization, policies, and procedures. Prepares personnel reports and labor distribution data.
4. General: Assists in preparing a variety of technical and administrative correspondence, reports, and statistical documents, including coordinating and editing input from professional and managerial staff. Assists in developing and enforcing office policies and procedures, and coordinates technical activities with other Commission units. Provides technical assistance to professional, technical, or supervisory staff.

Provides administrative assistance for various programmatic activities. Guides junior staff and supports efforts of administrative specialists to develop and administer programs. Interacts with staff, citizen's groups, and others to provide information, gather data, and prepare records.

Serves as liaison to coordinate technical and administrative functions for a division or unit. Monitors, assigns, or supervises work of administrative support and clerical staff. May evaluate and initiate changes in office administrative practices and provide training and technical assistance to staff on administrative matters.

Attends staff meetings or departmental committee meetings representing supervisor.

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### **Important Worker Characteristics**

- A. Considerable knowledge of: (1) administrative procedures related to at least one of the following: accounting, budgeting, human resources, purchasing; (2) office practices; and (3) Commission activities, organization, policies, and procedures. \*
- B. Skill in operation of: office equipment, including personal computer with applicable software.
- C. Ability to: (1) understand a system of procedures; (2) apply principles to solve practical problems; (3) read and understand routine and technical reports and correspondence; (4) compose routine reports and correspondence; (5) use proper spelling, punctuation, and grammar; (6) calculate fractions, decimals, and percentages; and (7) proofread.

\*Developed primarily after employment in this job class.

### **Minimum Qualifications:**

- 1. High school diploma or GED; and
- 2. Bachelor's degree in business administration, management, or related subject; or four years of progressively responsible related experience; or
- 3. An equivalent combination of education and experience; and

### **Working Conditions:**

Works in office environment that is adequately lighted, heated, and ventilated. Moderate pressure to meet deadlines.

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