



CLASS TITLE | SPECIAL ADMINISTRATIVE AIDE III

PAY GRADE: EX-40 | www.cityoftulsa.org/pay

Class Code: 2093

Effective Date: 02/05/2025

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for office management and administrative work including departmental budget preparation, personnel administration, and the coordination of internal and external interactions to promote departmental objectives; and performs other related assigned duties.

ESSENTIAL TASKS:

- Provides administrative support to the department head, communicating procedures and processes to management and staff to develop goals and achieve departmental objectives
 - Serves as department liaison for special projects and provides support and coordination of committees, boards and authorities as assigned
 - Oversees and evaluates the progress and performance of individuals and work groups, prioritizing implementation and reporting outcomes
 - Manages and coordinates the preparation and monitoring of the department's annual budget and administrative division budget
 - Manages the department's administrative personnel and implements office policies and procedures
 - Prepares procedural manuals developing formal statements of improved methods of operation and coordinates corrective action to address deficiencies
 - Investigates and responds to inquiries and complaints determining a resolution, as needed
 - Must report to work on a regular and timely basis
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

QUALIFICATIONS:

Training and Experience: Must meet one of the following options:

1. (a) Graduation from high school or possession of a General Educational Development (GED) Certificate; **and**,
(b) Eight (8) years of experience relevant to the essential tasks listed in this job description;
or,
2. (a) Completion of sixty (60) hours from an accredited college or university; **and**,
(b) Six (6) years of experience relevant to the essential tasks listed in this job description;
or,
3. (a) Completion of one hundred and twenty (120) hours from an accredited college or university; **and**,
(b) Four (4) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of City ordinances, policies and procedures, and legislative functions
- Considerable knowledge of the principles and practices of business organization and office management
- Considerable knowledge of strategic planning, project management and oversight
- Good knowledge of personnel management and budget preparation
- Good knowledge of purchasing and accounting and revenue functions



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Ability to:

- Plan and direct the work of others
- Manage and supervise the department's payroll and personnel system
- Collect, analyze and interpret data to prepare and present reports
- Communicate effectively, both verbally and in writing
- Utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate internal and external customers

Skill in:

- Organization and scheduling

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 10 pounds; occasional carrying up to 5 pounds; may be subject to walking, standing, and sitting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires some travel to various City locations to attend community meetings; and requires some evening work.

EEO Code: E-02

Group: Clerical and Administrative

Series: General Administrative