



City of Kansas City, Missouri Job Class Specification

Job Title:	ADMINISTRATIVE OFFICER	Department:	MULTI
Job Code:	1729	Status:	EXEMPT
		Grade:	EX-2

Summary

This is professional, highly complex and responsible administrative work to ensure the efficient operation of a department or division.

Work involves responsibility for facilitating departmental management by attending to a variety of highly complex difficult administrative work, freeing the department head for planning and carrying out important executive responsibilities. An employee of this class is responsible for supervising assigned staff and for the coordinating of all assigned administrative work, including operations analysis, budget and personnel matters and operating rules and regulations. Work involves the gathering of information, studying special administrative problems and devising improved systems, procedures and forms. Work may involve meeting the public, explaining city rules and policies and handling complaints. Most of the work requires considerable initiative and independent judgment.

Duties and Responsibilities

- Assists the administrator of a large department with the supervision of highly complex operations as assigned.
- Supervises the accounting, budgeting, personnel and clerical activities; prepares or assists in preparing budgetary estimates within established guidelines.
- Conducts surveys and collects information on operational and administrative problems, analyzes findings and makes reports of practical solutions.
- Prepares manuals and other formal statements of improved procedures, methods and systems of operations; assists with the installation of improved procedures, methods and systems.
- Assists with the preparation and administration of the departmental annual budget; performs fiscal, statistical and personnel studies for the department head.
- Designs and revises forms for use in carrying out the responsibilities of a moderate sized office.
- Performs fiscal, statistical and personnel studies for the department.
- Confers with persons requesting service or making complaints on matters of importance to the department; disposes of cases handled in accordance with established departmental policies and regulations.
- Prepares and/or presents informational material for monthly, special and annual reports.
- Performs related duties as required.

Technical Skills

Thorough knowledge of:

The principles and practices of business or public administration.

The principles and practices of office management and office equipment used.

Considerable knowledge of:

Research methods and techniques and methods of report presentation.

Working knowledge of:

The rules, regulations and ordinances governing the organizational unit to which assigned.

The principles and techniques employed in effective office administration and management.

Ability to:

Organize, allocate, coordinate and review the work of subordinates engaged in

Routine and complex clerical and accounting work.

Make significant decisions and regulations and to exercise resourcefulness in meeting new problems.

Prepare, analyze and interpret accurate and complex reports.

Establish and maintain effective working relationships with employees, municipal officials and the general public.

Education and Experience

Accredited Bachelor's degree and three (3) years professional experience in business or public sector administration to include at least two (2) years performing administrative and/ or supervisory work involving more complex projects or programs.

OR

An equivalent combination of education and experience with at least two (2) years performing administrative and/or supervisory work involving more complex projects or programs.

**Certificates/
Licenses/Special
Requirements**

Must pass a background check as prescribed by the City.

**Supervisory
Responsibility****Supervision
Received**

Supervision may be exercised over both professional, non-professional, and technical personnel.

Work is performed under general direction of a department head or an assigned designee and affords wide latitude for the exercise of independent judgment and initiative.

Created

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

06/94

Revised

6/97, 11/99, 1/04, 9/06, 1/08, 8/2022, 08/2023, 01/2024