



Administrative Assistant/1000 Hour

Department/Division:	Administration/Board Secretary
Reports To:	Board Secretary
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Non-Exempt
Effective Date:	September 17, 2026

GENERAL PURPOSE

Under close supervision, to perform a variety of routine clerical, technical, and administrative tasks for the District in the Administration Department / Board Secretary's Office; to receive training in the more difficult clerical tasks; and to perform related duties as required.

This is a temporary, part-time, entry level classification in which candidates gain work experience through assignments in the Administration Department / Board Secretary's Office. Participants work under the direct supervision of the Board Secretary, and/or their designee, typically 20 hours per week, not to exceed 1000 hours fiscal per year.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Assists in performing routine office tasks in support of assigned departmental functions.
- Assists in preparing memos, letters, and reports from specific instruction.
- Enters data into various logs and spreadsheets and checks accuracy of data.
- Assists in maintaining various files and records.
- Greets visitors, answers and screens incoming calls.
- Operates modern office equipment including computers and related software programs.
- May assist with ordering departmental office supplies.
- Serves as back up to higher level administrative support staff, as required.
- Collect, summarize and analyze information and statistics.
- Participate in the design of forms, databases, spreadsheets and the implementation of systems.
- Assists Board Secretary with tasks; prepares agendas for Board of Directors and Committee meetings, maintains official District records, assists with Board of Directors and Committee meeting preparations.
- Assists with records management of the office and filing of official records.
- Assists in coordinating and tracking deadlines related to Fair Political Practices Commission (FPPC) filings, required ethics trainings, and other statutory compliance requirements.

- Ensures compliance with the California Public Records Act, the Freedom of Information Act and the Brown Act.
- Conduct research to assist with the resolution of administrative or operations concerns or initiatives.
- Provide similar functional assistance to the administrative team, as needed.
- Participates in District safety meetings.
- Maintain prompt and regular attendance.
- Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Principles of office organization and administration.
- Principles of customer service and customer relations.
- Business correspondence and filing systems.
- Brown Act and California Public Records Act is desirable.
- Modern office procedures, methods and equipment including computers.
- Basic principles and practices of management and administrative support.
- Research techniques, methods and procedures.
- Safe work practices.

Ability to:

- Learn and follow office procedures and policies.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Interpret and apply a variety of legal requirements and District policies.
- Maintain a variety of administrative files and records.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications:

A candidate's qualification for the role is determined through a combination of the candidate's education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position. However, all candidates must meet each of the following minimum qualifications, except where any specific qualification is described as preferred/desirable or is described as an alternative to another minimum qualification:

Education:

A high school diploma or satisfactory equivalent is required. Completion of some college course work and/or current enrollment in business administration, public administration or related subjects is desirable.

And

Experience: One (1) year previous experience providing administrative support and assistance to an administrator and experience in a government agency is desirable.

Licenses, Certificates; Special Requirements:

Possession of a valid Class C California driver's license, acceptable driving record.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle or feel. The employee is frequently required to talk, hear, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sensory demands include the ability to see within the normal range, talk, and hear, and use electronic touch keypads.

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks while meeting deadlines; interact with District officials, staff, management, the general public, and others during the course of work.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.