



ADMINISTRATIVE ASSISTANT

Department: Administration/Engineering FLSA Status: Non-Exempt
Human Resources/Finance Effective Date: September 1, 2010
Range:

General Purpose

Under general supervision, to perform responsible and confidential administrative duties in support of Administration, Finance, Engineering and/or Human Resources/Risk Management functions as assigned; to collect data, maintain official records and prepare a variety of reports; and to perform other related duties as required.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

All positions:

- Provides confidential administrative assistance to the Assistant General Manager, District Engineer, Chief Financial Officer and/or Human Resources/Risk Manager as assigned; arranges and maintains appointment schedules; secures travel arrangements as required.
- Screens telephone calls, determines purpose and refers to others when appropriate; researches problems and provides information to callers.
- Compiles and enters data; completes a variety of forms and reports; prepares invoices; types and edits documents ranging from general correspondence to technical reports to spreadsheets.
- Creates and maintains various filing/record keeping systems including highly confidential and official district, regulatory and/or personnel records.
- Composes letters independently or from brief instructions.
- Evaluates and make recommendations and independent decisions on improvements to District operations and programs and work with management to take appropriate actions to institute.
- Participates in District safety meetings.

- Performs other related duties, as assigned.

In addition to the above, when assigned to Administration, performs the following duties under general direction from the Assistant General Manager:

- Serves as office manager for administration; orders office supplies as needed; opens, sorts, distributes and handles mail.
- Assists with a variety of administrative tasks including insurance reporting, maintenance and renewal of cellular tower agreements, District surplus disposition, grant applications, District permits, Business Plan reports and other special projects.
- Provides administrative assistance to various associations connected with the water industry and/or internal committees; attends meetings, takes minutes and maintains records.
- Assists the General Manager in review of District contracts, agreements, and real estate transactions
- In the absence of the Executive Assistant, attends Board meetings and takes minutes and performs other duties of this position, as necessary.
- Develops power point presentations from general instructions for the Board and other meetings as required.
- Assists in the organization of District tours, conferences and other related functions.
- Assists in arrangements for numerous organizational events and civic involvements.

In addition to the above, when assigned to Human Resources, performs the following duties under general direction from the Human Resources/RiskManager:

- Serves as office manager for Human Resources; orders office supplies as needed; opens, sorts, distributes and handles mail.
- Assists with recruitments; prepares job announcements and advertisements; receives applications; sends applicant notifications; coordinates testing and selection panels; maintains records of selection processes.
- Assists in completing the hiring process for new employees; conducts background checks, schedules pre-employment physicals, sets up new employee records; coordinates benefit enrollments.

- Assists in administering the employee benefits program; answers employee questions; coordinates annual open enrollment; coordinates annual employee cash-out options.
- Assists with scheduling employee training; maintains employee records of training needed and completed.
- Maintains personnel records and system database, and generates a variety of reports for supervisors and managers.
- Conducts and responds to surveys; compiles information to be sent, or received in summary form.
- Assists in distributing District newsletters to schools, mobile home parks, and other groups.

Qualifications

Knowledge of:

- Principles of office organization and administration.
- Principles of customer service and customer relations.
- Basic English usage, spelling, grammar, and punctuation.
- Modern office practices, equipment, and procedures.
- Business correspondence and filing systems.
- Personal computer operation and related software applications including basic level Microsoft Office, e-mail and web-based communication tools.
- District organization, functions and policies.
- Statistical and record keeping methods.
- Brown Act and Robert's Rules of Order.
- Safe work practices.

Ability to:

- Effectively organize and prioritize work.
- Perform a variety of responsible and confidential administrative tasks.
- Work efficiently and accurately.
- Interpret and effectively apply a variety of legal requirements and District policies.
- Understand and interpret technical material.
- Maintain a variety of administrative files and records.
- Exercise a high degree of discretion in handling confidential material and information.
- Establish and maintain cooperative working relationships with others.
- Deal tactfully and courteously with a wide range of employees, supervisors, administrators, officials and members of the general public.

- Represent the District in a professional manner at community functions, conferences and business meetings.
- Communicate clearly and concisely, both orally and in writing.
- Operate a vehicle observing legal and defensive driving practices.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
- Take notes at meetings and prepare clear and concise reports and/or minutes.
- Keyboard at 50 wpm.
- Observe proper safety precautions.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education:

A high school diploma or satisfactory equivalent, preferably supplemented by the completion of college level courses in business, accounting and/or information technology; and

Experience:

A minimum of three (3) years of progressively responsible experience in providing administrative support and assistance to a manager or administrator; experience in preparing minutes and agendas for a board or committee is highly desirable.

Necessary Special Requirements

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

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.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

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.