

ADMINISTRATIVE ASSISTANT

Reports to: General Manager

Salary Range: See Exhibit A

Definition/Summary

Under general supervision, the Administrative Assistant serves as executive assistant to the General Manager, relieving them of a variety of routine administrative details. Performs difficult and complex office support work.

Essential Functions

- Gathers and organizes a variety of information and materials for the General Manager.
- Establishes and maintains a variety of office and Department files.
- Attends staff and committee meetings, developing and maintaining minutes, following as necessary with proper distribution of information and actions.
- Prepares correspondence, memoranda, and other items as delegated by an assigned District management position.
- Makes appointments and maintains appointment calendars for a manager and other staff, as assigned.
- Answers telephone and receives office visitors, providing a variety of information about District and Department policies, programs, and functions.
- Reviews letters, reports, records, and other items for accuracy, completeness, and compliance with established standards.
- Prepares progress and control charts.
- Updates and maintains expenditure information.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- It is understood that the Bookkeeper and the Administrative Assistant may be crossed trained and assist with the other positions duties as needed.

Other Duties

- May provide work coordination for other office support staff.
- Maintains the calendar of position assigned to assist.
- Maintains inventory of office supplies, places orders.
- Performs a variety of special studies and prepares reports.
- Operates a variety of office equipment and computers in the performance of work assignments.
- Performs related duties as assigned.
- Performs the accounts receivable and HR/payroll functions.

Job Standards/Specifications

Knowledge of:

- Operations, procedures, policies, and precedents of an assigned Department.
- Office management principles, operations, and procedures.
- Development and maintenance of filing and recordkeeping systems.
- Fiscal recordkeeping.
- Computer systems and software applications related to District management support and administrative functions, including word processing and spreadsheet software, as appropriate.
- Correct English usage, spelling, grammar, and punctuation.
- Principles of work coordination.
- Microsoft Outlook, Word, Excel and PowerPoint

Ability to:

- Perform a variety of complex and responsible administrative support work for an assigned District management position.
- Provide work coordination for other District office support staff.
- Perform a variety of office management functions.
- Type at a rate of 30 words per minute from clear, legible copy.
- Take and transcribe minutes and notes at an acceptable rate for assigned responsibilities.
- Prepare a variety of correspondence.
- Perform research and prepare documents and reports.
- Maintain, update, and ensure the accuracy of fiscal records and data.
- Utilize computers and applicable software in the performance of office and administrative support assignments.
- Effectively represent the District, including its programs and policies, with the public and other agencies.

Typical Physical Activities

- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.

- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

- Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.
- A typical way to obtain the knowledge and abilities would be:
- Experience - Three years of increasingly responsible experience in performing a variety of office and administrative support work.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.