



## ADMINISTRATIVE ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### DEFINITION

Under the supervision of the Administrative Manager, performs a variety of highly responsible and complex secretarial and office administrative support duties to the Board of Directors, General Manager and Administrative Manager, or designee handling administrative details; performs related work as assigned.

### CLASS CHARACTERISTICS

This single position class is distinguished from other administrative support classes by the higher degree of independent judgment required; a thorough knowledge of divisional, department, and District-wide procedures and policies; and the ability to choose among a number of alternatives in performing a variety of complex assignments without instruction and in scheduling and completing work. Routinely handles highly confidential and sensitive information. May be required to exercise general supervision over other staff as assigned.

### 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 the position if the work is similar, related or a logical assignment to the class.*

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Performs difficult secretarial, clerical, routine and confidential administrative work for the District involving the use of considerable independent judgment. (All)

Coordinates typing the Board, committee and special meetings agendas, ordinances, resolutions and related documents; types various meeting notes and action items; assists in compiling and distributing Board and Committee agenda packets. ( a b d f h i j k l m n o p q r)

Acts as confidential assistant to the Board of Directors, General Manager and the Administrative Manager (All)

Monitors and assists with responses to Public Record Act requests. Prepares, publishes, posts and mails all legal notices; performs official CEQA filings with County Clerk's Office. (All)

Ensures timely filing of Conflict of Interest Statements, Annual Campaign Disclosure Statements, Fair Political Practices Commission guidelines and the issuance, and filing of election materials for Board of Director candidates. (All)

Participates in or singularly completes special projects as directed. (All)

Researches, compiles and summarizes a variety of informational materials for use by the Board and District management personnel. Initiates follow-up procedures to ensure that project are completed and deadlines met. (All)

Administers and maintains files for District contracts and agreements. (All)

Responds to questions from the public regarding policies of the District and Board of Directors. (All)

When necessary, assists in receiving and screening visitors and telephone calls; provides authoritative information, which may require the use of judgment and interpretation of policies and procedures. (a c d f g h i j p r)

Types drafts and a wide variety of finished documents which may include legal terminology or confidential materials from notes, brief instructions, prior drafts and dictating equipment; initiates specified correspondence independently for signature by the appropriate manager. (a b d e f g h i j k l m n o p q r)

Creates procedure manuals as requested. (a b d f h i j k l m n o p q r)

Reviews finished materials for completeness, accuracy, format and correct spelling and grammar usage. (a f g h i j l o p q r)

Oversees the organization and maintenance of the records management systems and various District files, including retrieving information from the Internet. (a b g j i j l n q r)

When necessary, assists in maintaining an appointment calendar; assists in making travel and conference arrangements; assists in scheduling and arranging meetings by reserving rooms and equipment, issuing notices and assembling materials. (a c d f g h i j p r)

Organizes own work, maintains critical deadlines and coordinates activities with those of other District units to assure completion of the work. (All)

Provides assistance to other divisions/units as necessary; assists and/or directs others in the performance of related tasks. (a b h i j p)

### REQUISITE ABILITIES

- a. Communicate clearly and concisely, both orally and in writing.
- b. Keep accurate records.
- c. Analyze situations carefully and adopt effective courses of action.
- d. Understand the operation of the District and outside agencies.
- e. Compose correspondence independently.
- f. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.

- g. Explain and apply policies and procedures.
- h. Interpret and apply rules, regulations, and policies.
- i. Understand and follow verbal and written directions.
- j. Work independently.
- k. Type accurately at an acceptable rate of speed.
- l. Operate a computer and use a variety of computer software.
- m. Take dictation or transcribe from a dictating machine.
- n. Compile and maintain complex records and files.
- o. Edit documents for correct English grammar, punctuation, and spelling.
- p. Maintain confidentiality of records and information.
- q. Apply modern office practices and use office equipment.
- r. Meet the physical requirements established by the District.

### QUALIFICATIONS GUIDELINES

#### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include equivalent to graduation from high school and three years of experience performing complex and responsible office and administrative duties, preferably including some secretarial support work for one or more managers.

#### Knowledge and Skill Levels

Considerable knowledge of standard office administrative and secretarial practices and procedures, including business letter writing and the operation of standard office equipment; basic functions and organization of local governments; report preparation and filing methods; correct English usage, including spelling, grammar, punctuation and vocabulary, supervision and training. Also, must have knowledge of principles and practices of classifying, indexing, processing, retrieving, and controlling a large volume of record, record keeping, account maintenance, and purchasing practices and procedures.

#### Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with Board members, management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals, copiers, and FAX machines; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 20 pounds; occasionally stoop, kneel and crouch; sufficient manual dexterity to operate office equipment.

#### Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

FLSA / Non-Exempt  
Range 34