

**JURUPA COMMUNITY SERVICES DISTRICT
SENIOR ADMINISTRATIVE ASSISTANT – ENGINEERING & OPERATIONS**

*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 Director of Engineering and Operations, performs a variety of highly responsible and complex administrative and office administrative support duties for assigned department, or designee handling administrative details; performs related work as assigned.

CLASS CHARACTERISTICS

This class is distinguished from other administrative support classes by the higher degree of independent judgment required and is expected to demonstrate a high level of professional/administrative expertise and initiative in establishing departmental operations consistent with administrative guidelines established by department Director and the General Manager. 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 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

Responsible for a variety of technical secretarial and administrative work requiring basic knowledge of practices and techniques in the engineering field.

Prepare and distribute departmental agenda packets, forms, reports, schedules, manuals, work orders, purchase orders, contracts, and various other correspondence and materials.

Type, format, and proofread a wide variety of reports, letters, memoranda, spreadsheets and statistical charts; type from rough draft, verbal instruction; review drafts for punctuation, spelling and grammar.

Provide administrative and secretarial support for project management including preparing status reports, updating and mailing invoices, distributing meeting materials, typing correspondence, preparing spreadsheets and other forms and documents; enter and track project data.

Prepare and distribute Commission, Joint Powers Authority, and Project Committee memorandums, meeting materials, agendas, and information packets; assist in monitoring data and reports for SARI permits.

Serve as recording secretary to committees, commissions, Joint Powers Authority, and task force, as assigned; prepare complex and technical meeting minutes as assigned.

Coordinates typing resolutions and related documents when needed; types various meeting notes and action items.

Acts as confidential assistant to the Director of Engineering and Operations and may assist the General Manager regarding administrative engineering items.

Serve as contract secretary; type in-house contracts; prepare contracts for execution and documentation; distribute contracts to consultants, contractors, vendors; monitor expiration dates and inform management of impending expiration and need to extend the contract if necessary maintain records on all Certification for Insurance forms from consultants/contractors.

Research, compile, organize, and analyze information and data for special projects and various reports; design and implement forms and spreadsheets; may perform Notary Public duties as required for documents.

As assigned, participate in the bid process; distribute plans and specifications to prospective bidders; maintain bidder's list; mail out plans and specification amendments.

Assist in budget preparation for administrative areas; prepare, type, and maintain spreadsheets and reports of cost analyses, expense projections, and other related data for assigned projects as needed.

Assist in and prepare, post, and publish official filings of various statements, notices, and certificates for publication as required; review and arrange for the execution and transmittal of legal documents; maintain office index of Commission actions for contracts and official documents; maintain various logs and files to track status of said documents.

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.

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

Provides assistance to other divisions/units as necessary; assists and/or directs others in the performance of related tasks.

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 minimum five years of experience performing complex and responsible administrative and secretarial 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; principles and practices of technical data collection and report preparation; filing methods; cost accounting and project tracking; basic functions and organization of local governments; 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 management, co-workers, contractors 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 10 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.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

FLSA / Non-Exempt
Range 114

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