

**CALLEGUAS MUNICIPAL WATER DISTRICT
JOB DESCRIPTION**

Job Title: Administrative Assistant 1, 2, Senior

Department: various

FLSA Status: Non-Exempt

Reports to: various

Position Type: Full-Time

Revision Date: January 2019

POSITION SUMMARY

Under general supervision, performs a variety of administrative, office support, and records management functions; creates and maintains reports, records, and files; creates, types, and edits documents ranging from general correspondence to technical reports and spreadsheets; interacts with internal and external customers; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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 this position.

Administrative Assistant 1

- Proofreads and types technical and administrative documents using Microsoft Word.
- Performs data entry using Microsoft Excel.
- Receives, signs for, date stamps, sorts, and distributes incoming mail and processes outgoing mail in accordance with prescribed procedures; notifies express mail vendors to pick up outgoing packages; serves as delivery contact for incoming supplies and materials.
- Scans, copies, and prints technical and administrative documents.
- Updates and maintains electronic and paper file records.
- Organizes electronic files and folders using Windows Explorer, Laserfiche, or another electronic records management system.
- Answers telephone calls, provides information as appropriate, and refers calls to appropriate staff members.
- Greets visitors and directs them to appropriate area or person.
- Sells engineering plans and maintains associated paperwork.
- Serves as a pickup point for District vehicle keys.
- Reserves rooms for meetings, provides food and beverages, and sets up and cleans up meeting rooms.

- Completes forms in paper and electronic formats.
- Checks accuracy and completeness of invoices.
- Stuffs, sorts, and prepares outgoing mail for pickup.
- Monitors, maintains inventories of, and orders office supplies.
- Operates scanners, printers, computers, a VOIP phone system, postage machine, and other office equipment.
- Uses Microsoft Outlook to send and receive emails, maintain and update calendars, set up meetings with multiple attendees, and set reminders for action items.
- **Provides administrative support for office staff.**
- Interacts with employees, contractors, consultants, representatives of water and other government agencies, elected officials, and members of the community in an attentive, responsive, fair, courteous, and respectful manner.
- Acts a courier using a District vehicle to and from locations within 50 miles of the Calleguas headquarters.
- Performs daily office opening and closing procedures including unlocking and locking front doors and vaults, turning lights on and off (foyer, bathrooms, front office), raising and lowering flags, and placing phone system in day and night service.
- Performs related duties as assigned.

Administrative Assistant 2

- Performs duties required of Administrative Assistant 1.
- Composes, creates, and updates documents and spreadsheets using Microsoft Word, Excel, and Adobe Acrobat.
- Creates, organizes, maintains, and updates many different types of files in paper and electronic formats; maintains and updates file indexes; removes and archives inactive files.
- Prepares meeting agendas, takes meeting notes, and prepares meeting minutes.
- Tracks costs on consulting and contractor contracts.
- Updates and maintains information on a web site.
- Makes and confirms travel, conference, and meeting arrangements; schedules meetings and appointments and maintains calendars for others.
- Codes documents in preparation for filing; maintains computerized file tracking system; submits files for destruction according to District procedures and retention dates.
- Solicits bids for various supplies and materials.
- Prepares and processes purchase orders, pay requests, and check requests; verifies the accuracy of receipts and invoices, including compiling complex backup documentation; routes invoices for payment using District accounts payable software.

Senior Administrative Assistant

- Performs duties required of Administrative Assistant 1 and 2.
- Composes, updates, and maintains technical, operating, and procedures manuals, specifications, and other documents.
- Collects, compiles, and analyzes information from various sources on a variety of topics.
- Enters data into, updates, and produces reports from electronic software programs for maintenance management, records management, finance, and databases.
- Serves as administrator of District-wide records retention program as follows: maintains an up-to-date records retention schedule and list of active files, including preparation of any required amendments, routinely reviews the records retention schedule to determine which records are eligible for destruction and notifies departments accordingly; coordinates with all departments to ensure that obsolete records are destroyed in a timely and appropriate manner; and obtains the required approvals for destruction and signatures confirming that records have been destroyed.
- Prepares permit applications and obtains permits from regulatory agencies.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Education and Experience:

Administrative Assistant 1

- High school diploma or general education degree (GED) and one year of related experience and/or training; or equivalent combination of education and experience.

Administrative Assistant 2

- High school diploma or general education degree (GED) and three years of related experience and/or training; or equivalent combination of education and experience.

Senior Administrative Assistant

- High school diploma or general education degree (GED) and five years of related experience and/or training; or equivalent combination of education and experience. An associate or bachelor's degree in records management, public administration, or related field is desirable.

Required Knowledge and Skills:

Administrative Assistant 1

- Perform a variety of office assignments with a moderate level of supervision.
- Spell correctly and use good grammar and punctuation.

- Perform basic mathematical calculations including addition, subtraction, multiplication, division, and calculating percentages.
- Follow oral and written directions.
- Operate a variety of office equipment.
- Effectively interface with others to obtain or exchange information.
- Establish and maintain cooperative working relationships.
- Drive a vehicle.
- Verbally communicate clearly and concisely.
- Basic proficiency in Microsoft Word, Excel, Outlook, Windows Explorer, and Adobe Acrobat.
- Complete tasks with a high level of accuracy.

Administrative Assistant 2

- Knowledge and skills required of Administrative Assistant 1.
- Intermediate proficiency in Microsoft Excel.
- Prioritize assignments and manage a variety of complex tasks under tight deadlines.
- Organize large volumes of technical and legal paperwork.
- Complete complex tasks with a high level of accuracy.

Senior Administrative Assistant

- Knowledge required of Administrative Assistant 1 and 2.
- Write clear, concise, and well-reasoned correspondence, reports, and procedures.
- Coordinate with other departments in a professional, clear, and responsive manner.
- Exercise strong organizational skills.
- Ability to solve day-to-day problems and to properly respond to stressful situations.
- Exercise sound, expert independent judgment within general policy guidelines.

Ability to learn:

Administrative Assistant 1

- Policies, procedures, and operations of the District.
- Filing methods and recordkeeping systems.
- Operation of a VOIP phone system.
- Use of records management software.

Administrative Assistant 2

- Skills to be learned for Administrative Assistant 1.
- Administrative procedures associated with public agency construction projects.
- Maintenance and updating of a web site.
- Use of software programs for finance, web site management, and records retention.

Senior Administrative Assistant

- Skills to be learned for Administrative Assistant 1 and 2.
- Use of software programs for maintenance management and database management.
- Legal requirements and District procedures for records retention.

SUPERVISORY RESPONSIBILITIES

This position does not include supervisory responsibilities.

EQUIPMENT TO BE USED

Must be able to operate a District vehicle and standard office machines such as computers, calculators, telephones, copiers, and scanners.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements 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.

Physical:

- Requires sitting, standing, bending, and reaching; talk or hear, in person, in meetings, and by telephone.
- Requires manual dexterity and use of hands and fingers to handle and feel sufficient to operate a District vehicle and standard office machines such as calculators, telephones, copiers, and scanners.
- Requires normal range of hearing. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus. May require lifting up to 25 pounds.

Mental:

- Required to use written and oral communication skills; read and interpret complex data, information and documents.
- Required to analyze and solve problems.
- Required to observe and interpret people and situations.
- Required to use math and mathematical reasoning.
- Required ability to apply common sense understanding to carry out instructions furnished in written or oral form.
- Required to interact with District executives and managers, District board members, other governmental officials, employees, and the public.
- Required to read and interpret complex data, information, and documents. (Administrative Assistant 2 and Senior only)
- Required to perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines. (Administrative Assistant 2 and Senior only)
- Required to analyze and solve problems. (Senior Administrative Assistant only)

WORK ENVIRONMENT

The work environment characteristics are those generally encountered in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions. The employee works under typical office conditions, and the noise level is usually quiet. Employee is a designated Emergency Services Worker and is occasionally called upon to work overtime or odd schedules.

SPECIAL REQUIREMENTS

The individual must possess a current California Operators license and have a good driving record. A driving record provided by the Department of Motor Vehicles showing less than two (2) points assessed within the last 36 months and/or no serious or multiple traffic violations or accidents or failure to appear notices within the last 36 months.

The applicant will agree to submit to and pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District. The applicant will agree to authorize background reference checking with past employers and personal references.