



## ADMINISTRATIVE ASSISTANT CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Management

### **JOB SUMMARY**

Under general supervision, provides administrative and program support to the District Secretary in the preparation of District agendas, actions, ordinances, and resolutions, and in the maintenance of official documents and records; provides varied technical, complex, specialized, and confidential office administrative support to other department managers as directed, including human resources; performs related duties, as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Administrative Assistant is the entry-journey classification in the Administrative Assistant classification series, which is responsible for performing high level administrative work supporting the Assistant District Manager, District Manager, and Board of Directors. The Administrative Assistant is distinguished from the Executive Assistant/District Secretary by the level of independence, scope of duties, and complexity of work.

### **SUPERVISION RECEIVED AND EXERCISED**

The Administrative Assistant is supervised by the Executive Assistant/District Secretary.

The Administrative Assistant does not directly supervise any other positions.

### **WORK SCHEDULE**

During each two-week period, works a flexible schedule to obtain 75 hours depending on operational requirements and consent of District Manager. May occasionally be required to change working hours and/or work overtime.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Assists in maintaining the District's filing system and variety of office and Department files, including the maintenance of administrative files, resolutions, contracts, agreements, deeds, and other official documents.
- Prepares correspondence, memoranda, and other items as directed by an assigned District management position with minimal instruction.
- May answer the telephone and provide information from District policy and procedure manuals.

- Prepares and checks letters, reports, records, and other items for accuracy, completeness, and compliance with established standards.
- Assists in preparation of District meeting agendas; assists in the assembly and distribution of agenda packets; prepares approved resolutions, ordinances, and meeting minutes for archiving.
- Assists in coordination and distribution of special District election materials.
- Operates a variety of office equipment and computers in the performance of work assignments.
- Maintains a records management and archival system.
- May take and transcribe minutes and notes.
- May handle sensitive and confidential documents.
- May provide support to accounting and finance staff.
- May provide work coordination for other office support staff.
- Performs related duties as assigned.

**Knowledge of:**

- Broad overall District operations including the water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures.
- Principles of accounting
- Office management principles, operations, and procedures
- Development and maintenance of filing and record keeping systems.
- Planning, coordination, and execution of business functions, resource allocation, program, project, and task coordination.
- Organization and function of public agencies, including the role of an elected and appointed Board.
- Correct English grammar and punctuation to organize and communicate ideas in words that are appropriate to listeners and situations.

**Ability to:**

- File, type 55 words per minute, enter data, maintain records, take shorthand, and use and complete forms.
- Research, analyze, and evaluate alternatives to make recommendations.
- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear oral presentations; listen to others, attending to nonverbal cues and responding appropriately.
- Prepare written communications, reports, and presentations in a clear, concise, and organized manner for the intended audience.
- Follow oral and written directions.
- Competently use Microsoft Office Suite and other applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Show understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develop and maintain effective relationships with others; effectively work with individuals who are difficult, hostile, or distressed; relate well to people from varied backgrounds and different situations; maintain sensitivity to cultural diversity, race, gender, disabilities, and other individual differences.
- Demonstrate regular and predictable attendance.

## **DESIRED QUALIFICATIONS**

### **Education and Experience:**

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Education:**

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

#### **Experience:**

Three (3) years of increasingly responsible experience in performing a variety of office and administrative support work, preferably with a government agency or utility.

### **Required License, Certificate or Training:**

- Possession of a valid California Class C driver's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.

## **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Primarily inside an office environment at a desk for extended periods of time

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Sometimes required to stand, walk, climb, balance, stoop, kneel, crouch or crawl.
- Occasionally lifts and moves objects up to 25 pounds such as large binders, books, and small office equipment.
- Occasionally required to operate a motor vehicle in performance of job duties.
- Hearing within normal range
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**HISTORY:**

- Revision date: March 2021, August 2023, December 2023 (addition of HR duties)
- Approval/Adoption date: December 18, 2024