

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Administrative Assistant

DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-Exempt
SALARY RANGE:	11, 13, 15, 18	
<p>CLASS SUMMARY: Incumbents are responsible for performing a variety of office and administrative support activities for Padre Dam Municipal Water District. Duties might include: answering phones and taking messages; greeting and directing visitors to appropriate offices; filing and maintaining departmental documents and records; making copies; answering questions and providing routine information; performing data entry; drafting and typing letters, agendas, minutes, and other documents; taking and transcribing minutes; scheduling appointments; making reservations and travel arrangements for meetings, seminars, conventions, etc.; preparing agenda packets, reports, and supporting documents; planning, organizing, coordinating, and scheduling meetings and special events; and, preparing and processing documents such as purchase orders, invoices, and time sheets.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Administrative Assistant is a broad class which incorporates all levels of office and administrative support, from entry level to the more highly specialized activities performed traditionally by an executive assistant.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Answers phones and greets visitors which includes directing calls and taking messages for staff. Assesses the urgency and importance of situations and takes appropriate action. Coordinates with others as necessary to obtain the required information; may respond directly to inquiries addressed, resolving complaints within scope of information and authority and refer to others as appropriate.
2.	Provides guidance and consultation to Board members, employees, general contractors and the general public on organizational and administrative matters.
3.	Prepares a variety of correspondence and documents such as letters, minutes, resolutions, ordinances, reports, presentations and other documents; takes and transcribes minutes.
4.	Participates in departmental budget preparation and budget monitoring activities. Maintains logs, files and other record keeping systems used in connection with work unit or departmental activities.
5.	Reviews various departmental contracts for vendors and makes recommendations on services needed. Prepares Requests for Proposals for various vendors, as required.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
6.	Provides administrative support, liaison, office coordination, word processing and typing, stenographic, transcription and file maintenance. Conducts research for various projects; performs data entry into a variety of computer applications in order to maintain records and to prepare reports for internal and external customers including regulatory agencies.
7.	Assists in the preparation of presentations involving graphics such as PowerPoint, overheads, etc.
8.	Prepares and processes documents and applications such as purchase orders, payments, petty cash, deposits, collection forms, invoices, expense reports, tuition refunds, and time sheets, adhering to Padre Dam's policies and procedures.
9.	Schedules appointments and coordinates meetings for department head; makes reservations for conferences and seminars, and makes travel arrangements.
10.	Plans, organizes, coordinates, and attends Board and committee meetings, and special events which includes scheduling events and locations and preparing agenda packets, and supporting materials. In the Board Secretary's absence, coordinates and prepares agendas and supporting materials and ensures compliance with the Brown Act.
11.	Maintains departmental files by establishing and implementing records management systems; creates, organizes, and files forms, letters, and documents; and, secures confidential information.
12.	Interprets departmental and Padre Dam policies and procedures.
13.	Inventories and orders office supplies and equipment.
14.	Examines work flow and revises processes as necessary to improve efficiency.
15.	Performs routine duties independently, setting priorities and scheduling own work. Exercises independent judgment and discretion in performing tasks such as interpretation of Padre Dam Standard Practices & Policies and Rules & Regulations.
16.	Performs other duties of a similar nature or level.

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Knowledge (position requirements at entry):

- Office practices; principles and practices of public administration, including budgeting, purchasing and maintenance of records;
- Filing systems;
- Business English;
- Customer service skills in dealing with members of the public and co-workers;
- Basic accounting and mathematics;
- Computer programs and software.

Skills (position requirements at entry):

- Maintaining file systems, including filing memos, letters, records, and other documents;
- Making travel arrangements;
- Inventorying and ordering supplies;
- Using office equipment such as phones, dictating equipment, copiers, scanners, and fax machines;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Perform highly detailed work on multiple, concurrent tasks;
- Work under intensive and constantly changing deadlines and interact with those encountered in the course of work.

Training and Experience (position requirements at entry):

- Depending on area of assignment, High School Diploma or General Equivalency Diploma (G.E.D.) or Associate's Degree in business, accounting, finance, public administration or other related field

AND

- Depending on the area of assignment, may require from six months to four years of progressively responsible administrative experience related to area of assignment;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Valid California Driver's License.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, reaching, sitting, mobility, fingering, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Date: 4/98; 1/02; 1/05