

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

## CLASS TITLE: Administrative Assistant

<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b> Varies	<b>FLSA STATUS:</b> Non-Exempt
<b>SALARY RANGE:</b>	<b>11, 13, 15, 18</b>	
<p><b>CLASS SUMMARY:</b> Incumbents are responsible for performing a variety of office and administrative support activities for all employees within multiple departments. Duties may include: being the primary point of contact for internal and external customers; maintaining departmental documents and records; 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><b>DISTINGUISHING CHARACTERISTICS:</b> 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. Incumbents are expected to become cross-trained and experienced in providing support to all departments to ensure continuity in supporting the District’s Mission.</p>		

11	13	15	18	DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
C	C	P	P	1.	May support an assigned department as a whole, provide support primarily to a department head and department managers, and/or provide support to various departments Periodically, this position may rotate departments to provide consistency and complete cross training.
	C	P	P	2.	May act as a primary point of contact for a department by directing calls and by assessing the urgency and importance of situations to take appropriate action. Coordinates with others as necessary to obtain the required information, may respond directly to inquiries and resolve complaints within the scope of information and authority and/or refer to others as appropriate.
C	C	P	P	3.	Provides guidance and consultation to Board members, employees, and the general public on organizational and administrative matters.
C	P	P	P	4.	Prepares and proofreads a variety of correspondence and documents such as letters, minutes, resolutions, ordinances, reports, presentations for PowerPoint and other documents; takes and transcribes minutes.
C	P	P	P	5.	Prepares and processes documents such as purchase orders, payments, petty cash, deposits, invoices, expense reports, tuition reimbursements, and time sheets, adhering to Padre Dam’s policies and procedures.

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	C	P	P	6.	Participates in departmental budget preparation and budget monitoring activities. Tracks benchmarks, incident logs, employee certifications, and prepares coinciding reports for each.
C	C	P	P	7.	Provides administrative support, liaison, and office coordination, transcription, and file maintenance.
	C	C	P	8.	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. Meets all deadlines of report prepared for submittal to regulatory agencies.
C	P	P	P	9.	Schedules appointments and coordinates meetings for department heads; makes reservations for conferences and seminars, and makes travel arrangements for any employee in the department as needed.
C	C	P	P	10.	Plans, organizes, coordinates, and/or participates in internal and external events as needed.
	C	P	P	11.	Assist the Board Secretary with coordination and preparation of agenda packets and supporting documents, agenda distribution, and meeting logistics for Padre Dam and the East County Advanced Water Purification Joint Powers Authority. Attends Board or Committee meetings as required. In the Board Secretary's absence, coordinates and prepares agenda packets ensuring compliance with the Brown Act.
	C	P	P	12.	Knowledge of legal requirements applicable to the maintenance and retention of records. Provides records management leadership for department records maintains departmental files and secures confidential information. Participates in the implementation of the Electronic Content Management System and provides training and assistance to staff; scan and index records as needed.
	C	P	P	13.	Develops and maintains standard operating procedures for departmental administrative functions as needed; provides cross training within broadband to ensure administrative coverage to support the District's Mission.
	C	C	P	14.	Assists with preparation and administration of contracts, which include CIP Construction contracts, consultant's agreements; reviewing and maintaining bonds and insurance certificates for projects; preparing payment requests; amending change orders and contracts; and providing data to auditors. Answers questions and resolves issues regarding Padre Dam's policies for contracts, bonding and insurance requirements and consults with the District's Safety & Risk Manager or Legal Counsel as needed.
	C	P	P	15.	Assist with capital project bidding process by finalizing and distributing bid documents, and attending/providing support for formal bid openings.

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C	P	P	P	16.	Update department(s) website content and maintains Stream (Intranet) Libraries for department(s)
	C	P	P	17.	Interprets departmental policies and procedures. Has a strong understanding of the District's Standard Practices, MOUs, and Rules and Regulations.
C	P	P	P	18.	Inventories and orders office and other supplies and equipment as needed for any and all departments.
C	C	P	P	19.	Examines work flow and revises processes as necessary to improve efficiency.
	C	P	P	20.	Performs routine duties independently, setting priorities and scheduling own work. Exercises independent judgment and discretion in performing tasks.
C	C	C	C	21.	Performs other duties of a similar nature or level.

(C) Competent – Having requisite or adequate ability or qualities.

(P) Proficient – A through competence derived from training and practice.

**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;
- Basic principles of construction and contract law if assigned to Engineering
- Internal and external business communications best practices

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### Skills (position requirements at entry):

- Maintaining file systems;
- Making travel arrangements;
- Inventorying and ordering supplies;
- Using office equipment such as copiers, scanners, and fax machines;
- Using computers and related software applications;
- Demonstrating communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction;
- Performing highly detailed work on multiple, concurrent tasks;
- Working under intensive and constantly changing deadlines and interact with those encountered in the course of work.
- Maintain confidential and sensitive information

### 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, human resources, communications 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.

**Safety Priorities:** Knowledge of general office and field safety, proper reporting of safety violations, accidents and injuries. Completes required and assigned safety and training assignments in a timely manner. Understands proper lifting techniques. Has the ability to work in a safe and efficient manner.

### 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, 03/16, 06/18, 03/21, 04/21, 01/23