JOB DESCRIPTION

Job Title	Administrative Assistant	Supervisor	Various Managers, Directors
Department	Various	Class Group	Office Unit
Division	Various	Salary Grade	42
Section	Various	FLSA Status	Non-Exempt

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

BASIC JOB SUMMARY

Under general supervision an Administrative Assistant, performs a wide variety of administrative support activities of a general and specialized nature in support of the assigned department, division, or program area; performs at the support level including claims administration, capital projects, services bidding, fleet safety inspections, and chemical inventory; provides public information and assistance to other agencies, staff and the general public; and performs related duties as required. This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department. These assignments are located in Facilities & Operations, Finance & Administration, and Resource Conservation & Public Outreach. The incumbent may perform other related duties as required based on the job assignment.

ESSENTIAL DUTIES WEIGHT

Duty 1 30

Provides administrative support to each department assigned which requires analysis and organization in creating and/or maintaining department procedures, processes, forms, schedules, contacts and district regulatory knowledge to assist the department or division in achieving its function, such as assisting in administering a district facility, determining the appropriate administrative action to take on each item approved by the Board, assist facility prepare for audits, ensure all district insurance policies are current, conduct specialized human resources functions such as assisting applicants, conduct exit interviews, trouble shoot recruitment site.

Duty 2

Assembles work products, including specifications for bid processes; attends bid openings; compiles sets of contract documents following award of bid; develops and maintains spreadsheets of bidders and plan holders, current versions of contract documents; prepares written notification to companies receiving award of bid; compiles agenda documents, notifies staff of agenda deadlines and assists staff in preparing documents and attachments.

Duty 3

Administers the claims payment process for claims against the district and coordinates with the risk management insurance agency including legal review of large and complex claims.

Las Virgenes Municipal Water District

Duty 4 10

Responds to customers, staff, consultants and outside groups and agencies by providing information including preparing public information requests and assistance; explains District and department policies and procedures; performs receptionist duties including–questioning and directing visitors; screening and routing telephone calls; responding to staff and outside agencies via two-way radio.

Duty 5

Updates assigned areas of the District web site; manages outside software sites linked to the District web site.

Duty 6 10

Obtains pre-authorization and other documents and receipts related to the use of department/division credit card; maintains petty cash fund; tracks receipts and disbursements; submits reconciliations and check requests to maintain fund.

Duty 7

Orders and maintains-department supplies and publications as requested by staff;-creates and enters purchase requisitions and orders; coordinates the resolution of purchase order and invoice discrepancies; attempts to fix and then arranges for service on various types of office equipment.

Duty 8

Sends, copies, and distributes faxes, reports, agendas and memoranda; sorts and distributes incoming mail; prepares outgoing mail; collects, checks out, and returns library reports for staff.

Outv 9

Runs computer reports as requested to track various District operations including operational expenses, budget expenditures and staff attendance records.

Duty 10 10

Codes documents in preparation for filing; maintains computerized file tracking system; retrieves and assists staff in locating and checking out file documents; submits files for destruction according to District procedures and retention dates.

Duty 11

Conveys and retrieves materials to other District facilities and outside businesses as necessary.

Duty 12

Provide back-up support for other District secretaries and functions; may serve on committees; coordinates events and programs.

Sum of Weights 100

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- Modern office terminology, procedures, practices, and equipment, including computer hardware and software, and a calculator:
- ◆ District policies and procedures related to assigned department or division;
- ◆ Proper English usage, grammar, spelling, and punctuation;
- Records management principles and procedures, including record keeping and filing principles and practices;
- Mathematical principles;
- Basic principles of business letter writing and report preparation.

ABILITY TO:

- ◆ Perform a variety of administrative support duties of a general and specialized nature for an assigned department, division and/or program.
- Operate office equipment including computers and supporting word processing, spreadsheet and database applications;
- Learn and effectively utilize various software applications;
- Type or enter data accurately at a sufficient speed to meet the needs of the position;

Las Virgenes Municipal Water District

- Work independently with minimal supervision; use good judgment in applying District policies and procedures to the work of the assigned position;
- Maintain confidentiality of sensitive information and documents:
- ◆ Plan and organize work to meet changing priorities and deadlines;
- ◆ Compose and edit routine correspondence; prepare and maintain accurate records and files;
- Understand and carry out oral and written directions;
- Communicate effectively both orally and in writing:
- Establish and maintain effective relationships with those contacted in the course of work.

PHYSICAL AND SENSORY REQUIREMENTS:

- Identify fine statistical reports and standard text and data on computer terminal screens.
- Communicate and convey at normal conversational levels in person, and over the telephone.
- ◆ Prepare materials legibly, use calculators, computer terminals, and other general office machines.
- ◄ Frequently move and positions self to maintain reports, materials and objects weighing approximately ten pounds.

TRAINING AND EXPERIENCE GUIDELINES:

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION:

High school diploma or equivalent, supplemented by course work in office management and business machines, records management, and administrative services.

EXPERIENCE:

Two (2) years of experience performing increasingly responsible clerical and administrative support duties in support of a division or department.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

A valid California class C driver's license must be maintained at all times.

DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

None.