



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.

Job title	Administrative Assistant I/II
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GENERAL PURPOSE

Under immediate (Administrative Assistant I) to general (Administrative Assistant II) supervision, performs a variety of routine to difficult administrative and office support tasks; types and edits documents ranging from general correspondence to technical reports and spreadsheets; schedules meetings and makes meeting arrangements; administers the District's Purchasing Card Program in assigned department or division; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Administrative Assistant I: This is the entry-level classification in the Administrative Assistant series. Initially under close supervision, incumbents learn the operations of the department to which the position is assigned and perform routine administrative and office support tasks. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Administrative Assistant II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Administrative Assistant II: This is the fully qualified journey-level classification in the Administrative Assistant series. Positions at this level are distinguished from the Administrative Assistant I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Administrative Assistant I) to general (Administrative Assistant II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

TYPICAL 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.

Positions at the Administrative Assistant I level may perform some of these duties and responsibilities in a learning capacity.

- Creates, types, formats, edits, revises, proofreads, tracks, and prints a variety of narrative, statistical, and technical documents, reports, correspondence, memoranda, requests for proposals, agreements, contracts, specifications, manuals, statistical charts, and other documents and materials ranging from routine to complex; types from rough notes, drafts, and brief oral instructions; summarizes information and prepares correspondence; creates and maintains databases of records, lists, and projects; creates standard statistical spreadsheets; designs and revises forms, charts, and graphs.
- Provides administrative support for managers, supervisors, and staff; maintains calendars; schedules meetings and makes meeting arrangements including room set up and catering; prepares and distributes agendas and minutes.
- Prepares travel and training requests; confirms travel arrangements for conferences and business trips; compiles expense reports and prepares post travel memoranda.
- Greets, answers, screens, and refers visitors and telephone calls; performs receptionist duties at a District facility department, greeting and referring visitors and customers and operating a switchboard; maintains a high level of customer service quality; responds to requests for information and complaints from customers and the public; refers to appropriate staff and/or takes/recommends action to resolve the issue.
- Administers the District's Purchasing Card Program by ordering, canceling, and monitoring District purchase cards; conducts purchase card orientations and trainings; prepares weekly and monthly detailed reports; reconciles payments; tracks all transactions; and performs purchase audits; verifies received invoices; researches account number discrepancies; inputs charges into system and breaks down invoice charges under blanket agreements.
- Assists department management and staff in preparation of annual budget request documents; tracks expenditures against budget; identifies, researches, and resolves discrepancies; types and processes purchase orders and pay requests.

- Picks up and distributes incoming mail; opens, logs, and routes office mail; stuffs, sorts, and prepares outgoing mail for pickup; retrieves, delivers, and sends faxes; troubleshoots and performs minor maintenance on duplicating equipment; coordinates repair of equipment by outside vendors; submits requisitions for machine supplies.
- Monitors and maintains inventories of supplies and materials; types purchase requisitions and check requests; purchases supplies and materials within established purchasing guidelines.
- Obtains data from multiple sources; extracts data elements required; updates and maintains specialized logs and databases; cross-checks data to identify errors and discrepancies for research and resolution; creates reports and documents in compliance with regulatory requirements.
- Enters, verifies, and processes time card information for department staff; resolves timecard/work order discrepancies.
- Schedules and coordinates safety meetings; tracks staff training needs; performs safety audits in assigned department.
- Reviews manifests for compliance; inputs and tracks manifests; resolves discrepancies; reconciles and processes manifests for billing; maintains video surveillance, files, and records.
- Prepares, edits, and formats weekly and monthly reports, technical worksheets, tables, and computations; establishes, maintains, and tracks pending projects in database; researches and assembles information from a variety of sources for the preparation of records and reports; makes arithmetic calculations.
- Organizes, maintains and updates subject, project, tickler, and specialized files; maintains and updates file indexes; removes and archives inactive files; updates technical and operating manuals.
- Depending on assignment, may maintain Notary Journal including verifying identification for signature and documenting and verifying the steps necessary in the notary process.
- Coordinates with Risk Management to ensure inclusion of appropriate insurance requirements to protect the District's interests.
- Assist in classroom presentations, community events and coordinates and conducts tours of District facilities; schedules field trips, presentations, and events; monitors education supply inventory.
- May provide training and orientation to new staff on office procedures and software.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.

- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Positions at the Administrative Assistant I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Office administration practices and procedures.
- Methods and techniques of generating reports and preparing business communication.
- District organization, rules, policies, and procedures applicable to assigned areas of responsibility.
- District document formatting standards.
- District travel policies and procedures.
- District purchasing practices and procedures.
- District timekeeping practices.
- District departments and their associated functions, responsibilities, and special programs.
- Principles and practices of record keeping.
- Basic mathematics.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a diverse range of office clerical and administrative support tasks.
- Receive, process, and route business documents in assigned areas of responsibility.
- Maintain calendars and scheduling meetings.
- Review and process purchase orders, invoices, and related fiscal documents.
- Provide support in tracking budget expenditures.
- Generate, compose, and/or process reports, letters, forms, and related documents.
- Type accurately at a speed necessary to meet the requirements of the position.
- Organize work, establish priorities, meet critical deadlines, and follow up on assignments.

- Interpret, apply, explain, and reach sound decisions in accordance with District and department policies and procedures.
- Organize and maintain office and specialized files.
- Follow and apply written and oral work instructions.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Administrative Assistant I: One (1) year of general administrative or secretarial experience, preferably in a government or public utility environment.
- Administrative Assistant II: Three (3) years of progressively responsible general administrative or secretarial experience in a government or public utility environment, or two (2) years as an Administrative Assistant I with the District.

Education:

- Administrative Assistant I/II: Equivalent to completion of the twelfth (12th) grade.

Licenses/Certifications:

- None.

PHYSICAL DEMANDS

The physical demands 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.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push,

and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Administrative Assistant class series are flexibly staffed; positions at the Administrative Assistant II level are normally filled by advancement from the Administrative Assistant I level; progression to the Administrative Assistant II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Administrative Assistant II level.

Eastern Municipal Water District
Job Title: Administrative Assistant I/II
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Administrative Assistant I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____