



JOB DESCRIPTION

TITLE: Administrative Assistant (Engineering)
STATUS: Non-Union/FLSA Non-Exempt
GRADE: Grade 11

JOB SUMMARY:

Performs the full range of general administrative support duties and/or specialized clerical tasks in support of the Engineering & Development Department. Representative duties at this level include establishing and maintaining logs, files, indexes and similar record systems; compiling and editing special reports; composing routine correspondence; checking the work of others for errors and omissions; verifying information to be included in documents of public record; gathering statistical information to be used in reports; and reviewing, evaluating and entering data into computer, creating and updating files.

REPORTING RELATIONSHIPS:

This position reports to the Department Director or a Utility Program Manager. This position does not supervise other positions.

- **ESSENTIAL DUTIES** include the following: Oversees administrative workflow of assigned division or work group; applies specific knowledge of policies and procedures in order to organize and coordinate work, and relieves staff of routine administrative details; specific functions may vary according to the job assignment or special project;
- Types and prepares reports, contracts, invoices, forms, charts, agendas and correspondence; provides editing, formatting and proofreading in the course of preparing finished copy; Establishes and maintains files, logs, indexes and record keeping systems; prepares and manages record retention cycles and maintains appropriate historical data;
- Maintains documents, forms, records and prepares monthly status reports; researches records, prepares and assembles appropriate information for reports and updates data as necessary; receives, opens, date stamps and distributes mail and/or other materials; prepares outgoing mail;
- Reviews content of documents and data for accuracy and compliance with specific program guidelines and policies;
- Schedules appointments, training and situation response activities;
- Completes and reviews various forms and records;; receives, verifies, processes, issues receipts and/or confirms appropriateness of expense, fees or charges; orders supplies;
- Minute taking for assigned meetings
- Reviews invoices for processing and reconcile with receipts
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Public agency or Utility District regulations and policies;
- Engineering, construction and/or planning practices;

- Grammar, spelling, punctuation, and composition;
- Record keeping and records retention practices;
- Computer and applicable software applications;
- Customer service techniques; and
- Office practices and procedures.

Skill in:

- Working independently and effectively in a high pressure environment with changing priorities;
- Creating, organizing and maintaining file systems and computer databases;
- Understanding and applying relevant rules, ordinances, codes, regulations, policies, procedures, administrative orders and other governing regulations;
- Writing professional reports and correspondence from brief instructions;
- Using computer and applicable software applications with speed and accuracy;
- Communication, both written and oral, 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.
- Using initiative and independent judgment within established procedural guidelines;
- Planning, prioritizing and completing assignments with minimal supervision; and
- Dealing tactfully and courteously with the general public and others seeking information about District functions and activities.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be three years general office experience and a High School Diploma or General Equivalency Degree (GED).

WORKING CONDITIONS:

Duties are performed in an office environment.

PHYSICAL REQUIREMENTS:

This job typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Adopted: February 7, 2011
Revised: February 2018