



JOB DESCRIPTION

TITLE: Administrative Assistant (M&O)
STATUS: Union/FLSA Non-Exempt
GRADE: 11

JOB SUMMARY:

Performs the full range of general administrative support duties and/or specialized clerical tasks in support of the Maintenance and Operations 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; entering and processing work orders, purchase orders and invoices; 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; reviewing, evaluating and entering data into computers; and creating and updating files.

REPORTING RELATIONSHIPS:

This position reports to the Administrative Manager (M & O). This position does not supervise other positions.

ESSENTIAL DUTIES include the following:

- Oversees administrative workflow of M&O Department; 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 job assignment or special project;
- Processes and/or prepares documents and data including reports, contracts, invoices, purchase orders, work orders, forms, charts, spreadsheets, agendas, minutes and correspondence; provides editing, formatting and proofreading in the course of preparing finished copy;
- Oversees records retention for department; establishes and maintains files, logs, indexes and record keeping systems; prepares record retention cycles and maintains appropriate historical data;
- Maintains 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, forms and data for accuracy and compliance with specific program guidelines and policies;
- Maintains, distributes and balances petty cash
- Schedules appointments and situation response activities;
- Assists staff with computer applications and office equipment;
- Receives, verifies, processes and issues receipts and/or confirms appropriateness of purchases and expenses; orders supplies;
- Provides backup to receptionist/administrative clerk
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- 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;
- Operating a personal computer utilizing applicable software applications, and entering information with speed and accuracy;
- Reviewing and verifying purchases, invoices and transactions and handling petty cash using basic mathematics
- 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.

Approved: February 7, 2010
Revised: July 13, 2016