



Hi-Desert Water District Classification Specification

Job Title: Administrative Assistant II

Job Grade: 7

FLSA Status: Non-Exempt

Date: August 31, 2016

JOB SUMMARY

Under the direction and supervision of a Manager, the Administrative Assistant II performs a variety of moderate to complex clerical and administrative duties and support functions of the District's management team. The position maybe responsible for backing up the Board Secretary, as needed, and assisting the Board Secretary with assembling and disseminating Board agendas, packets, and other communications. The position is responsible for coordination of both regularly scheduled meetings and special events.

SUPERVISION RECEIVED / EXERCISED

Receives general direction from a manager. May coordinate work with other staff members.

DISTINGUISHING CHARACTERISTICS

This class is the journey level in the Administrative Assistant series with responsibility for providing intermediate level assistance to management staff. It is differentiated from the Administrative Assistant I in that incumbents are expected to work with greater independence and have responsibility for intermediate to moderately difficult and complex duties. This class is further distinguished from the Administrative Assistant III in that the higher level delivers more complex administrative action.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Performs moderate to complex administrative, clerical, and technical duties and relieves management staff of administrative details; independently plans, organizes, and carries out administrative assignments.
- Assists the management team, and others as directed, with a variety of clerical, administrative, and customer service functions.

- Handles simultaneous assignments with close attention to detail, schedules, and deadlines.
- May serve as the back-up Board Secretary; in that capacity may schedule, post notice of, and attend District Board meetings, WPAC meetings, and other District meetings as directed.
- Interfaces with internal departments and external entities to assist in the implementation of projects and programs.
- Researches, compiles, and organizes information and data for review and analysis; may provide recommendations for changes to policies or procedures.
- Maintains calendars of District activities, meetings, and various events and schedules meetings; coordinates travel arrangements.
- Formats, proofreads, and produces final copy of a wide variety of reports, letters, memoranda, spreadsheets, and statistical charts. Prepares, maintains and organizes District forms, reports, documents in various media. Reviews drafts for punctuation, spelling, and grammar. Makes or suggests corrections to drafts. Composes original letters, memoranda, reports and arranges distribution copies of materials.
- Maintains District files in accordance with the Record Management Program, including the electronic document management system.
- Sets up and breaks down meeting rooms and other resources for meetings.
- Exercises good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Establishes and maintains cooperative working relationships with all levels of employees, customers and vendors.
- Operates office equipment, copiers, postage machine, computers and fax machines.
- Orders office supplies and keeps copy room stocked.
- Runs errands as needed.
- Performs additional duties as assigned.

JOB SPECIFICATIONS

Knowledge

- Modern office practices, equipment, and procedures.
- General operations of a public agency.
- Principles and procedures of data organization, and records retention and maintenance.
- Microsoft Office including Word, Excel, Outlook, PowerPoint, and Publisher.
- Advanced writing and communication skills. Expert level English usage, spelling, grammar, and punctuation.
- Basic arithmetical computations.
- Fundamental principles and practices of project management.
- Best practices in customer service.
- Appropriate safety precautions, procedures, practices and regulations.

Skills and Abilities

- Learn and perform a variety of office support assignments.

- Operate a computer workstation with advanced skill level in Excel, Word, Power Point, and Outlook. Type a minimum of 45 wpm.
- Carry on simultaneous assignments with close attention to detail, schedules, and deadlines.
- Critical thinking and decision making.
- Conduct research utilizing fundamental research principles.
- Prepare clear and concise reports, memos, and various other required documents.
- Perform basic design work for internal communications; assist in all aspects of public outreach events.
- Deal courteously and appropriately with the public.
- Establish and maintain cooperative working relationships with all levels of employees, customers, and vendors.
- Interpret and follow District codes, policies, and standards.
- Exercise good judgment.
- Maintain complete and accurate records and documentation.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain cooperative working relationships with all levels of co-workers, customers, Board Members, and vendors.
- Use good judgment in determining when to elevate issues to the next level of supervision.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt and hazardous materials.
- Work at a desk for extended periods of time. Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight such as large binders, books, and small office equipment up to 15 pounds; hearing and vision within normal ranges with or without correction.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-on-one and group settings; regularly use a telephone and two-way radio for communication.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment. Use office equipment such as computer and keyboard, copiers, and fax machines; look at computer monitor for extended time periods.
- Travel by vehicle while conducting District business.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed government officials,

media representatives, business and community leaders, employees, financial institutions, consultants, vendors, the public and others encountered in the course of work.

- Ability to work weekends and evenings on occasion.
- Hearing and vision within normal ranges with or without correction.

QUALIFICATIONS

Education and/or Previous Work Experience

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- High School diploma or equivalent.
- Minimum five (5) years of administrative/clerical experience in an office environment.
- Minimum three (3) years supporting executive level staff.

Highly desirable:

Office related training courses

College coursework

License / Certificate:

Possession of a valid Class C California driver's license and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.

Other requirements:

Completion of and satisfactory results of pre-employment drug test, physical examination indicating fitness for duty, DMV record review, and background investigation.