

## **Sacramento Suburban Water District Classification Specification**

<b>Job Class:</b>	Administrative Assistant I/II
<b>FLSA Status:</b>	Non Exempt
<b>Supervisor:</b>	Assistant General Manager or Operations Manager
<b>Effective Date:</b>	September 2017

### **Definition/Distinguishing Characteristics**

This position performs a variety of high-level, confidential and complex administrative and general office support duties, and serves as a source of information for other staff.

Administrative Assistant I is the entry level class and is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned. Individuals may advance to the Administrative Assistant II position after successfully completing an introductory period, gaining two (2) additional years of increasingly responsible experience, successfully completing job-related training courses, and demonstrating on-the-job performance, proficiency and competency.

Administrative Assistant II is the journey level class and is distinguished from the I level by the assignment of the full range of complex administrative and office support duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

### **Examples of Duties**

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Performs complex, high-level administrative support work for management staff including preparing various administrative reports and projects, researching and compiling background data, maintaining records and files regarding administrative activities, gathering statistics for standard Board reports, and preparing drafts for management review and approval.
- Creates Microsoft Excel spreadsheets and PowerPoint presentations from source materials, produces charts from raw data in appropriate format, and performs a variety of high-level data entry assignments using computer word processing and other software programs.
- Prepares agendas, takes minutes and prepares official record of Board committee meetings; also prepares agendas, takes minutes and prepares official record of regular Board meetings in the absence of the Executive Assistant to the General Manager.

- Prepares agenda packets for regular monthly Board meetings, special meetings and committee meetings.
- Provides support for departments with scanning and indexing into the District's electronic Document Management System.
- Makes appointments and maintains appointment calendars for the Assistant General Manager or Operations Manager.
- Answers the telephone and greets office visitors to provide a wide range of information or referrals to other staff; interprets and explains District policies, rules, and regulations in response to inquiries; refers inquiries as appropriate.
- Drafts responses to correspondence containing routine or technical inquiries.
- Monitors and assists in scheduling staff training; performs administrator-level tasks in TargetSolutions training website.
- Coordinates and oversees the District's Form 700 Conflict of Interest and Form 801 Gift Form reporting processes.
- Posts documents to the District's website and performs updates and low-level maintenance.
- Gathers, organizes and facilitates distribution of a variety of information and material.
- Provides work coordination for temporary support staff as assigned by the Assistant General Manager or Operations Manager.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.

### **Mental and Physical Requirements**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travel occasionally by automobile in conducting District business.
- Communicates frequently with District management staff, coworkers, and the public in one-to-one and group settings.
- Regularly uses a telephone for communication.
- Regularly uses computer, keyboard and mouse.
- Regularly uses office equipment such as copiers and fax machines.
- Stands and files for extended periods of time.
- Sits for extended periods of time.
- Hearing and vision required to be within normal ranges with or without correction.
- Occasionally required to change working hours or work overtime.

### **Qualifications**

#### ***Knowledge Of:***

- Principles and practices of administrative and technical support.
- Modern office methods, procedures and equipment.
- Principles and methods of business letter and report writing.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint).
- Agenda preparation and distribution requirements.
- Filing methods and recordkeeping systems.
- Proper telephone techniques.

- Basic mathematics.
- Correct English usage, spelling, grammar and punctuation.
- Business communication standards and procedures.

***Ability To:***

- Perform a variety of complex administrative support work requiring exceptional organizational skills.
- Prepare accurate agendas, minutes and Board meeting records.
- Learn and follow District policies and procedures.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Work with minimal supervision; must exercise initiative and sound judgment.
- Compose quality business communications (letters, memorandum, emails, etc.).
- Follow oral and written directions.
- Operate a computer for word processing, database and department specific software.
- Perform keyboarding at a proficient level.
- Operate copiers and a variety of office equipment.
- Learn and provide assistance in basic website posting and maintenance. Prepare and organize a variety of information.
- Represent the District in a positive and professional manner at all times.
- Deal tactfully and courteously with the public.
- Maintain confidentiality.
- Compose general correspondence and letters.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

***Education, Experience, Licenses and Certifications:***

***Required:***

- High school diploma or equivalent.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Administrative Assistant I Level: One (1) year of experience performing a variety of office and administrative support work.
- Administrative Assistant II Level: Three (3) years of increasingly responsible experience performing high-level, complex office and administrative support work for a public agency at a level equivalent to an Administrative Assistant I.

***Desirable:***

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- Associate in Arts (AA) Degree from an accredited junior or community college with major coursework in business administration, communications or a related field is highly desirable.
- Additional experience performing high-level, complex office and administrative support work is highly desirable.

**The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**