

ENCINA WASTEWATER AUTHORITY

DATE: August 2017 (revised)
POSITION TITLE: Administrative Assistant I
DEPARTMENT: Office of the General Manager
REPORTS TO: Secretary of the Board of Directors
FLSA STATUS: Nonexempt

POSITION SUMMARY: Under direction of the Secretary of the Board of Directors, this position is an entry level clerical position and requires basic clerical skills and some previous clerical experience. Initially under close supervision, incumbent learns and performs a variety of duties in general clerical, receptionist, and customer service work for all departments. Incumbents of this position may advance to Administrative Assistant II after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be preformed. The exact duties performed will depend on the needs of the Agency.

- Answers telephone, greets visitors, and relays information to the appropriate party in a timely, accurate, and confidential fashion. Provides directions to visitors arriving for Board meetings or other public meetings to the proper meeting room; distributes agendas and other pertinent materials; directs visitors to appropriate staff.
- Picks up incoming mail from mail box/post office; opens, sorts, and distributes mail, memos, and messages and delivered items; collects outgoing mail, affixes appropriate postage, and delivers to mail box/post office; operates scanner and computer for electronic document storage and retrieval; collects and distributes a variety of paperwork, materials, and supplies; picks up a variety of materials from outside vendors; delivers documents and notices to customers and others.
- Ensures that the copy room and all equipment in it are well maintained. . Keeps supply cabinets stocked and well organized.
- Schedules repairs for copy, postage, and fax machines as needed, assists with the preparation of EWA Board and committee agendas and related public notices, agenda items, policies, reports, and periodic financial documents.
- Provides general support to EWA management team and executives as needed. Types, formats and prints documents such as letters, memos, reports, graphs, tables, etc., using Microsoft Office and other applications in the customary and usual style used by the Authority.
- Maintains EWA's presence on appropriate social media sites. Coordinates news, calendar items, and photographs to be posted with OGM's office to ensure a consistent message supportive of EWA's Mission,

Vision, and Values and established community outreach and electronic communications policies and procedures.

- Assists with contacting job applicants for interviews.
- Makes travel arrangements for division personnel as required.

To perform this job successfully, an employee must be able to perform each essential duty satisfactorily and ensure confidentiality when performing duties. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills and Physical Abilities Required for These Duties:

- Ability to understand and follow directions and complete assignments with close supervision.
- Ability to work both independently and as part of a team.
- Ability to interact with the public, vendors, and other employees in a courteous, tactful, and diplomatic manner.
- Knowledge of correct English usage, grammar, spelling, vocabulary, punctuation, and a general knowledge of business correspondence.
- Ability to operate standard desktop microcomputer and effectively maintain (order, inventory, etc.) office supplies.
- Ability to learn, interpret, and apply administrative and departmental policies and remain within Authority and supervisory guidelines.
- Ability to establish and maintain cooperative working relationships, fostering the team approach.

EDUCATION REQUIREMENT: A high school graduation or equivalent.

EXPERIENCE REQUIREMENT: One year of experience as an administrative intern. Significant recent experience that demonstrates the application of the knowledge and abilities listed. Two years of experience working with Microsoft Office and other Windows applications preferred.

ADVANCEMENT: Incumbents working at the Administrative Assistant I level may be advanced to the Administrative Assistant II position at the discretion of the Assistant General Manager based on the criteria above and performance. The performance reviews describe the successful performance of duties and skill sets within the Administrative Assistant I job description and completion of professional assignments in the particular departments assigned.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License and ability to be insured under

the Authority's automobile insurance coverage. **Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.**

CONFIDENTIALITY STATEMENT: This position requires access to confidential documents and/or records. Material of this nature must be handled appropriately to maintain confidentiality. Failure to maintain the confidential nature of appropriately classified material may result in disciplinary action up to and including termination.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, the employee is regularly required to walk, talk, or hear by telephone and in person; smell; use hands and fingers to handle, feel, or operate objects, tools, or controls; and reach and lift with hands or arms.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shapes, depth perception, and the ability to adjust focus that enables candidate to perceive and accurately read and interpret written letters, words, and objects.

Mental Demands

While performing the duties of this position, employees are regularly required to use oral and written communication skills, read and accurately interpret documents, pictures, or instructions; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks with minimal error.

WORK ENVIRONMENT: The employee works in an open environment typical for greeting visitors and for a regional wastewater treatment and disposal enterprise. Noise levels are usually low to moderate.

QUALIFICATIONS: Successful candidate must pass Authority pre-employment physical examination, possess good driving record, and be insurable by the Authority's insurance carrier. Candidates must also be able to read, write, speak, and accurately comprehend the English language.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, and physical disability.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to

the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation.