

ENCINA WASTEWATER AUTHORITY

DATE: August 2017 (revised)
POSITION TITLE: Administrative Assistant II
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 responsible for providing sustained professional support to the Authority. Incumbent performs a variety of responsibilities which include, but are not limited to: accurately compiling and organizing complex documents into a records retrieval system; preparing letters and memos to meet administrative deadlines; routinely demonstrating the ability to prepare reports, charts, graphs from both verbal and written instructions to meet deadlines.

ESSENTIAL JOB DUTIES:

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

- Assists in copying and distribution of Agency's agenda items, policies, procedures manuals, and annual budgetary documents.
- Ensures agendas are posted in compliance with the Brown Act.
- Assists in the Request for Proposals (RFP) and Request for Bids (RFB) process. Receives and collects proposals/bids. Assists with proposal/bid opening process. Formats, prints, and mails letters of proposals/bid acceptance and rejection.
- Updates meeting calendars in Outlook as directed by management staff.
- Receives, sorts, and routes mail and publications, answers correspondence, and prepares outgoing mail.
- Types, formats, and prints documents such as letters, memos, reports, graphs, tables, etc., using Microsoft Office and Windows applications in the customary and usual style used by the Authority.

- In the absence of the Secretary of the Board of Directors performs duties as may be required including taking and transcribing official records of the Board proceedings, preparation and filing of legal notices, document recording, preparing and posting proper agendas and notices of meetings and a variety of related activities.
- Involved in processing applications for vacant or new positions, setting up interviews, and contacting applicants for interviews.
- Accurately enters data for General Services work orders into the Munis system.
- Compiles routine reports by extracting and/or tabulating information from a variety of sources such as files, correspondence, meeting notes, logs, previous reports, and/or oral instruction; marks, copies, tabulates, and files correspondence, agenda packages, reports, memos, articles, and records in filing systems, libraries, and/or storage facilities and systems such as Laser Fiche.
- Performs record management duties including reviewing, categorizing, and filing of technical documents and updating records management.
- Performs same duties as Administrative Assistant I 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 general 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.
- Ability to use Munis and Microsoft software (Word, Excel, PowerPoint and Access); and operate standard desktop computers, fax machines, copiers, and other office equipment.
- Knowledge of correct English usage, grammar, spelling, vocabulary, punctuation, and a general knowledge of business and human resource 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 communicate and monitor social and traditional media using a variety of desktop and mobile electronic communications devices.
- Ability to establish and maintain cooperative working relationships, fostering the team approach.

EDUCATION REQUIREMENT: High school graduation or equivalent.

EXPERIENCE REQUIREMENT: Three years of experience as an administrative assistant or equivalent. Significant recent experience that demonstrates the knowledge and abilities listed above, specifically human resource systems. Five years of experience working with Microsoft Office and other Windows applications preferred.

ADVANCEMENT: Incumbents working at the Administrative Assistant II level may be advanced to the Administrative Assistant III 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 II 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.

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; lift 25 pounds, 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, or 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.