

ENCINA WASTEWATER AUTHORITY

DATE: August 2017 (revised)

POSITION TITLE: Administrative Assistant III

DEPARTMENT: Office of the General Manager

REPORTS TO: Secretary to the Board of Directors

FLSA STATUS: Nonexempt

POSITION SUMMARY: This position is responsible for providing sustained professional support to the Office of the General Manager and executive staff. Routinely demonstrates knowledge of records management functions of the Authority. Responsibilities include, but are not limited to: accurately compiling, data; analyzing and organizing complex documents into a coherent records retrieval system; preparing letters, memos, reports, charts, graphs and presentations from both verbal and written instructions to meet legislative and administrative deadlines.

SUPERVISORY DIMENSIONS: None

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

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.

- In the absence of the Secretary of the Board of Directors , performs those duties as required including taking and transcribing official records of the Board and Committee proceedings, preparation and filing of legal notices, document recording, preparing and posting proper agendas and notices of meetings and a variety of related activities. Prepares and coordinates the posting and distribution of all legal notices as required under the Ralph M. Brown Act.
- Maintains spreadsheets for travel and conferences attended by the Board members and by executive staff, including expenses to be reimbursed. Makes reservations and travel arrangements as required.
- Makes complex arithmetical computations requiring a general understanding of and experience with computer uses in the operation and maintenance of financial, administrative functions.
- 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 such as laser fiche.

- Must be able to use MUNIS, Microsoft Office and Laserfiche computer programs.
- Performs record management duties including reviewing, categorizing, and filing of technical documents and updating records management.
- Performs same duties as Administrative Assistant I and II 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 minimum 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, operating standard desktop computers, fax machines, copiers and other office equipment.
- Knowledge of correct English usage, grammar, spelling, vocabulary and 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.
- Knowledge and application of budget, human resource and payroll information systems.
- Ability to establish and maintain cooperative working relationships, fostering the team approach.
- Ability to mentor employees serving in an Administrative Assistant I or II position.

EDUCATION/EXPERIENCE REQUIREMENT: High school graduation or equivalent. Five years of experience as an administrative assistant or equivalent with two of those years at the Administrative Assistant II. Significant recent experience that demonstrates the knowledge and abilities listed above, specifically human resource and payroll information systems. Preferably seven years experience working with Microsoft Office and other Windows applications.

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.