



JOB DESCRIPTION

Administrative Assistant

THE POSITION

Under direction of the Director of Administration this position provides administrative support to the District Manager, Human Resources Coordinator and to the Administration Department.

EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to:

- Perform a variety of administrative tasks as they arise and are assigned, including; responding to inquiries, obtaining and providing information, making copies, scanning documents, and providing assistance to staff.
- Prepare various forms of communication, including; e-mails, letters, memos, flyers, announcements, payroll change notices and other District forms.
- Reserve and prepare room facilities and provide assistance for various meetings and interviews.
- Attend Committee and Board Meetings as-needed and prepare minutes.
- Coordinate and schedule attendance for training seminars, meetings and conferences.
- Prepare new hire packets, coordinate interview schedules and provide information to applicants and interview panel members.
- Maintain and communicate a schedule of performance reviews for part-time and full-time employees and follow up on the completion of reviews.
- Maintain and file confidential personnel records for District employees, including; documentation of appointments, transfers, work permits, salary and other related documents.
- File District documents as-needed.
- Assist with accounting related tasks as-needed.

The position may perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities:

Requires: Graduation from high school or GED equivalent; Two (2) years of applicable experience. Must have a valid California Driver's License with good driving record.

Must be skilled in the operation of a computer and applicable software applications, including proficiency with spreadsheet and word processing programs, a 10-key and general office equipment. Requires a detail-oriented person with strong organizational skills and the ability to effectively multi-task in a busy environment.

Requires knowledge of business style writing; maintenance of accurate and complete employee records; clear verbal and written communication; establishment and maintenance of effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS

It is expected that this position will be sitting 70% of the time or more and require the regular climbing of stairs; occasional bending, kneeling, squatting, reaching overhead, stretching, working on rough or uneven terrain; occasional lifting, carrying, pushing and/or pulling limited to less than 40 pounds; frequent handling and dexterity. Position requires the operation of computer, printer, typewriter, 10-key, photocopier, postage meter, other general office equipment, and District vehicle.