



POSITION DESCRIPTION

POSITION TITLE:	Administrative Assistant
REPORTS TO:	District Administrator
CLASSIFICATION TITLE:	Administrative Assistant I
GRADE LEVEL:	4 (Non-exempt)
DATE:	March 2023

PRIMARY OBJECTIVE:

The Administrative Assistant is primarily responsible for providing skilled administrative and secretarial support to the District Administrator and staff.

MAJOR AREAS OF ACCOUNTABILITY:

The following is to describe the general content of and requirements for the performance of this position. It should not be construed as an exhaustive statement of duties, responsibilities, or requirements.

- Performs administrative and secretarial duties for District staff in coordination with the District Office Manager.
- Provides lead receptionist support. Greets the public and answers phone calls courteously and professionally, provides information and answers questions on various issues related to the District, listens to concerns, assesses needs, explains procedures, routes calls, and takes messages.
- Coordinates building maintenance work and janitorial services. Performs routine maintenance, troubleshooting, and staff training on office equipment (copier, laser printer, postage machine, phone equipment, fax machine) and arranges necessary service calls.
- Performs clerical duties such as shipping and receiving, typing and data entry, copying, assembling, mass mailings, faxing, filing and emailing information.
- Coordinate and maintain the development of systems to organize essential District resources for easy retrieval related to (1) updating the filing system, (2) photos, (3) staff check-out system for equipment, vehicles, and keys, and (4) records retention schedule.
- Performs centralized purchasing activities for District staff, including computer equipment, program purchases, and food and supplies for internal meetings.

- Performs administrative duties and coordinates special events for the District (i.e., WaterFest, Watershed Excellence Awards, and Landscape Ecology Award Program).
- Coordinates with the safety coordinator to maintain MSDS records and order necessary safety materials and equipment.
- Assists in the completion and distribution of monthly board meeting packets. Performs word processing duties for administrator's report, minutes, and other necessary Board packet material as needed.
- Keeps staff informed of meetings, events, and deadlines by promptly disseminating written and verbal information.
- Attends and participates in weekly staff meetings to keep abreast of staff activities and share the same information with them so that work efforts can be coordinated when necessary. Creates weekly staff meeting notes.
- Performs monthly maintenance checks on District vehicles and maintains vehicle maintenance records. Arranges routine vehicle maintenance and inform the administrator of major repair needs.
- Works with staff to research and collect data for special projects.
- Perform other responsibilities as apparent or assigned.

EDUCATION AND EXPERIENCE

This position requires the employee to possess a high school diploma or GED equivalent. Three years of experience as an administrative assistant, including regular use of a personal computer, database management, word processing, and spreadsheet software, is preferred.

RESPONSIBILITY FOR SUPERVISION

None.

RESPONSIBILITY FOR PUBLIC CONTACT

High level of public contact requiring tact, courtesy, and good judgment.

SPECIAL REQUIREMENTS

This position requires working occasional weekends and evenings.

No individual shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, sexual orientation, disability, marital status, familial status, or status with regard to public assistance.
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