SOUTH COAST WATER DISTRICT

SENIOR ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, provides a wide variety of complex technical office administrative and secretarial support to department management, professional, and supervisory staff; provides information externally and internally regarding District/departmental policies and/or procedures; performs technical support work related to the department to which assigned; creates, implements, and participates in technical processes, procedures and programs; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. No direct supervision of staff is exercised. May exercise technical and functional direction over lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the administrative series. Incumbents perform a wide variety of specialized and complex technical and administrative support work for an assigned District department. Responsibilities include coordinating the office administrative work for the department by performing technical assistance to ensure efficient service provision. Responsibilities require the frequent use of tact, discretion, and independent judgment as well as knowledge of departmental and District activities. The work has technical and programmatic aspects, requiring the interpretation and application of policies, procedures and regulations. This class is distinguished from the Executive Assistant to the General Manager in that the latter is the highest-level administrative support class at the District and provides complex office administrative and technical support to the Assistant General Manager/District Counsel, General Manager, and/or the Board of Directors.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- Plans, organizes, and carries out administrative assignments and special projects related to assigned area of responsibility including maintaining accurate and detailed records; verifying accuracy of information; researching discrepancies; and recording information.
- Researches, compiles, and analyzes information; prepares specialized analytical reports relating to a core function of a departmental operation.
- Serves as a liaison, through a variety of media, between key department personnel and other District departments, public and regulatory agencies, and the general public.
- Addresses concerns, inquiries, or complaints from the general public and takes appropriate action to ensure an expedient and satisfactory resolution.
- Conducts research of State and Federal codes and statutes and other regulatory policies and procedures related to department projects.
- Develops, verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records and files.
- Performs personnel functions within the department, including preparing and maintaining personnel records related to files, training, evaluations, recruitment assistance, new hires, employment status, and workers’ compensation; provides personnel reports and information to departmental personnel and others, as required.
Coordinates the completion of one or more departmental processes with little to no supervision; may include contracts, applications, licenses, insurance documents, and permits.

May assess the Department’s training needs, formulate training plans and budgets, identify resources, and implement training plans.

Establishes and maintains administrative, personnel and other confidential files and record keeping systems.

Prepares, copies, and distributes a variety of documents including agendas, bid packages, contracts, and specifications; ensures proper filing of copies in departmental or central files.

May coordinate travel arrangements and accommodations for department personnel and submit all related paperwork.

May coordinate and schedule meetings, appointments, and speaking engagements for departmental personnel, appointed boards and commissions; arranges for meeting rooms, may attend meetings and take minutes.

Screens calls, visitors and mail; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from public; directs callers to appropriate District staff; assists public at front counter and directs public to appropriate locations/staff.

Composes, types, transcribes, researches, formats and proofreads a wide variety of correspondence, minutes, reports, letters and memoranda; types from rough drafts, verbal instructions or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; makes or suggest corrections to drafts.

Receives, opens, time stamps, sorts and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.

Makes copies; collate materials; files copies of letters, memoranda, reports, and other materials in department and/or central files.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Organization and function of public agencies, including the role of an elected Board of Directors and appointed boards and commissions.

Applicable codes, regulations, policies, technical processes and procedures related to the department to which assigned.

Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.

Business letter writing and the standard format for reports and correspondence.

Principles and practices of data collection, record keeping, and report preparation.

Business arithmetic and basic statistical techniques.

Computer applications related to the work, including word processing, database, and spreadsheet applications.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.

Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability to:

Perform responsible administrative and secretarial support work with accuracy, speed, and minimal supervision.
- Provide varied, confidential and responsible secretarial and office administrative work requiring the use of independent judgment, tact and discretion.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret and apply administrative and departmental policies and procedures.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic and other requests/interruptions.
- Compose correspondence and reports independently or from brief instructions.
- Organize, maintain, and update office database and records systems.
- Make accurate arithmetic, financial and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- File materials alphabetically, chronologically, and numerically.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND TRAINING GUIDELINES**

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Experience:**

Four (4) years of varied administrative support experience preferably involving some public contact.

**Training:**

Equivalent to the completion of the twelfth (12th) grade with supplemental training in administrative or secretarial skills and relevant computer software applications programs.

**License or Certificate:**

- Valid California class C driver’s license with satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.
The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.