

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
ADMINISTRATIVE ASSISTANT**

CLASS TITLE: ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, provides highly responsible, complex, and confidential administrative and secretarial support to the Board of Directors; General Manager, and Superintendent of Operations; performs a variety of administrative support and scheduling duties related to the activities and operations of the district; acts as a liaison to the Board of Directors, General manager, and external contacts; and coordinates and performs special project research. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This single-position class reports directly to the General Manager. The scope of work is moderately difficult in nature, and the incumbent performs a full range of standard work procedures, operations, tasks, duties, and responsibilities with little or no immediate supervision. Work is of moderate complexity; duties are diversified and require attention to detail. While there are no supervisory duties, this position may monitor the work of others on specific projects.

EXAMPLES OF DUTIES

Duties may include, but are not necessarily limited to:

- Provides general administrative support to the Board of Directors, General Manager, and the Superintendent of Operations, preparing correspondence from own composition, notes, brief instructions, or rough draft;
- Acts as a liaison to Board members, the General Manager, outside agencies, vendors, contractors, customers, District attorney and engineer, and others;
- Prepares and produces agenda packets for all monthly and special meetings of the Board of Directors, including listing and prioritizing issues, assembling back-up materials, preparing draft staff reports, reproducing and assembling agenda packets, and overseeing distribution and delivery;
- Coordinates and attends Board meetings and /or advisory committee meetings, prepares meeting notes for the General manager with a focus on staff-action assignments, projects, and deadlines; reviews and provides revisions, additions, and clarifications to official minutes;
- Manages the calendar of events and meetings for the Board, General Manager, and Superintendent by coordinating and scheduling available dates and times with attendants, staff, consultants, governmental agencies, BAWUA and others; provides reminders and appointment confirmations;
- Establishes and maintains a variety of filing systems, tracking systems, records and reports of general and confidential information for the General Manager;
- Composes and drafts correspondence and staff reports; handles incoming phone calls; responds to requests for information from Board members and the general public;

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
ADMINISTRATIVE ASSISTANT**

- Performs detailed special projects and research assignments; researches and assembles necessary background material and supporting information for new services, reports to the General Manager and the Superintendent, etc.;
- Researches and reports divergences of project timeline and/or budget from original plan by creating a chronological list of events; assists with project tracking and deadlines;
- Supports the production of the Consumer Confidence Report by assisting the Superintendent in determining content, researching Internet, communicating with organizations and agencies, selecting and coordinating with graphic artists, and providing guidelines for interpreting the report;
- Collaborates with various staff and departments in completing special projects and reports including the bid process, hiring process, District newsletter, customer service surveys, benchmarking studies, and disaster plan;
- Provides information to the website consultant, including Board agendas, special notices, rate information, and annual reports, in order to maintain an up-to-date website for public use;
- Receives, opens, date stamps, and distributes incoming mail to all departments; identifies sensitive issues and prioritizes items for General Manager action.

MINIMUM QUALIFICATIONS

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

Training and Experience:

High School diploma or equivalent. One year experience working in a modern office environment. Experience in the public sector is preferred.

Knowledge of:

- General office practices and procedures
- Proper English usage, grammar, punctuation, vocabulary and spelling

Ability to:

- Exercise good judgment, keep calm, and make appropriate decisions in unpredictable and demanding situations and under pressure
- Establish and maintain effective, pleasant, cooperative, and professional working relationships with employees, officials, and the general public
- Communicate well orally and in writing
- Prioritize multiple tasks and meet deadlines with little supervision
- Use office equipment such as fax machine, copiers, calculators

Skill In:

- Computer applications, including word processing and spreadsheet software
- Conducting detailed and thorough research

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
ADMINISTRATIVE ASSISTANT**

Licenses/Certificates:

Possession of a valid Class C California State operator's license with a driving record acceptable to the District.

PHYSICAL REQUIREMENTS

Incumbent must be able to function in an office environment in work primarily of a sedentary nature, and be able to perform the following, with or without reasonable accommodation:

- Sit, often for long periods of time
- Utilize vision, hearing and speech
- Utilize manual and finger dexterity
- Turn head and trunk
- Move about on smooth surfaces
- Stand
- Lift and carry (maximum 35 pounds)
- Reach, twist and bend

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent.