



JOB TITLE:	<b>ADMINISTRATIVE ASSISTANT</b>	DIVISION:	<b>DISTRICT - PLANNING</b>
REPORTS TO:	<b>DIRECTOR OF PLANNING</b>	EEO CATEGORY:	<b>06-CLERICAL</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN RAFAEL</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## Position Summary

Under the general direction of the Director of Planning, the Administrative Assistant in the Planning Department is a detail-oriented, self initiating position that provides varied, complex, confidential office administrative assistance in a fast-paced environment to a major Division or associated administrative, supervisory and professional staff. Performs highly responsible and sensitive duties; exercises discretion, strict confidentiality and independent judgment to the executive responsibilities of the management level for which assistance is provided. Experience constructing legal documents, leases, right-of-entry permits and other real estate agreements is imperative, as well as the ability to comprehend and edit those documents. Must be able to multi-task high priority projects concurrently with legal documents on a constrained time schedule with little or no advance notice. Technical writing and/or editing experience is desirable, as well as the ability to work with and present highly technical planning and transportation data in reports or correspondence.

The Administrative Assistant exercises routine, independent judgment that significantly impacts and facilitates the work of the Director of Planning and associated staff. The Administrative Assistant is responsible for preparing and finalizing reports to the Board of Directors, and as such, a high level of quality control managing not only content, but the internal review processes is required. Meeting deadlines for work products is essential. Takes and transcribes minutes from internal and external meetings, and compiles notes utilizing legal procedures for timely posting of public information. May direct and coordinate the work of assigned office support staff, and performs related work as required or assigned. The Administrative Assistant in the Planning Department will also be responsible for providing regular and reliable back-up support on an as-needed, required basis to the Workers' Compensation Administrator in the Workers' Compensation Department. These duties will be assigned by the Workers' Compensation Administrator or the Director of Environmental Health & Safety as required or assigned.

## Essential Responsibilities

- Prepares a variety of drafts and finished materials, which may include technical content and terminology related to the activities of the division or department, including materials for meetings, and agenda items from notes, brief instructions, prior drafts or voice recording equipment; reviews and/or edits materials for completeness, grammar/syntax, accuracy, format, compliance with policies and procedures, and appropriate English usage
- Composes and edits correspondence from brief oral or written instructions for management signature; may sign routine correspondence without management review
- Researches, compiles and summarizes a variety of informational materials; prepares draft and/or final correspondence, narrative reports and other written materials using such information
- Prepares and reviews a variety of periodic, statistical and special reports regarding the activities of the division or department, which may require research, compilation of data, designing forms, and ascertaining project status from various sources
- Evaluates office support needs of department and determines solutions
- Coordinates regularly with the District Secretary and the Executive Assistant to the General Manager to ensure timely production of reports and materials for the Board of Directors
- Assists department/division in budget preparation and administration using knowledge of past expenditures and appropriate budget account numbers
- Uses IFAS/Maximo systems to prepare purchase orders, approve invoices and monitor departmental budget expenditures
- Maintains petty cash accounts and prepares check requests
- Creates and maintains databases pertinent to the department/division using appropriate software
- Arranges meetings, room reservations and refreshments for staff purposes. Contacts attendees, distributes meeting documents, coordinates recruitment of members, monitors meeting membership and attendance, and posts public meeting notices as required or assigned
- Maintains calendars and schedules; coordinates timesheets, travel requests, conference or training registrations, expense reports and subscriptions; and may be asked to manage all reservations for various internal conference room activities
- May coordinate or assist in employee-related functions, campaigns, special programs and/or events
- Receives and screens mail, visitors, email messages and telephone calls; ascertains the nature of the call and directs the caller to the proper individual for action and/or provides authoritative information which may require the use of independent judgment and the interpretation of department policies
- Maintains office and kitchen supplies, smooth operation of copiers, printers and other equipment; coordinates department vehicles and personnel needs
- Performs other tasks as assigned
- Knows and follows the safety and health rules and safe working practices applicable to the position
- Regular and reliable attendance and performance are required



## Required Knowledge, Skills and Abilities

### Working knowledge of:

- Occupational health and safety rules and working practices applicable to this position
- Business English usage including spelling, grammar, punctuation and vocabulary
- MS Office Suite

### Ability to:

- Compose correspondence and other projects from brief instructions
- Maintain confidentiality and protect information and documents appropriately
- Understand and rapidly respond to a broad range of demands made to the department or division
- Work effectively in a high-volume, high-energy office environment with a high degree of accuracy
- Work with constant interruption and changing priorities; must be able to independently organize work, Set priorities, meet critical deadlines and follow up on various assignments with a minimum level of supervision
- Work as part of a team using excellent interpersonal and communication skills
- Manage projects in a positive, effective manner while maintaining adherence to deadlines, policies and procedures
- Use initiative and independent judgment within established guidelines
- Rapidly learn the functions of the department
- Establish and maintain effective professional working relationships with all levels within the organization, and outside of the organization
- Effectively organize and maintain all records of the Planning Department
- Demonstrate effective records management

## Minimum Qualifications

### **Education and/or Experience:**

#### **A combination of college level training and position related experience equivalent to:**

- A degree in Business, Planning, Public Administration, or other related degree may be substituted in lieu of one year of the above experience
- Requires a minimum of four years' recent full-time position-related complex and confidential administrative assistance experience supporting high-level executives, which requires the use of initiative and independent judgment. This experience must include a minimum of four years' personal computer experience utilizing Microsoft Office: Word, Excel, and PowerPoint



- Must be able to demonstrate on the job proficiency in the following areas: intermediate to advanced word processing skills utilizing Microsoft Word, database and graphics software, graph preparation for various meetings utilizing PowerPoint, and beginning to intermediate experience creating spreadsheets utilizing Microsoft Excel

**Required License:**

- Must possess and maintain a current, valid California driver's license and satisfactory driving record. (May drive a District vehicle on an occasional basis for various meetings and/or departmental errands.)

**Physical Requirement:**

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.