



SENIOR ADMINISTRATION ASSISTANT
Engineering

Range: 46
Salary:

JOB DEFINITION: Under general direction, provides primary administrative and clerical support to Engineering, Operations, Construction, and Facilities & Safety departments and provides shared support for Communications, Conservation, Water Resources, GIS, and Field Services; and performs related work as assigned by department managers, supervisors, and Director of Public Affairs and Water Planning.

SUPERVISOR: Engineering and Operations Manager

DISTINGUISHED FROM LOWER RANGE POSITION(S):

Senior Administration Assistant (Engineering) is the highest of the administrative assistant positions; it is distinguished from the lower positions in that extensive technical, policy, and procedural knowledge and experience is required and the ability to train the lower level administrative positions. Senior Administration Assistant (Engineering) is distinguished by its responsibility for providing direct administrative and clerical support for several departments, and for the Director of Public Affairs and Water Planning. This position performs varied, difficult, and sensitive administrative support that requires advanced computer and writing skills, ability to work independently with a higher level of efficiency and quality of work and an in-depth knowledge of the Agency and its manner of in-house operations.

EXAMPLE OF DUTIES:

Provide administrative assistance to assigned departments; type a wide variety of material including reports, correspondence, forms, agendas, contracts, and legal documents; answer telephone inquiries and work with customers; maintain files, records, data, and statistics for a variety of Agency functions; prepare contract specifications; take and prepare meeting minutes; serve as primary back-up to Senior Administration Assistant (Field Services); provide back-up as needed for other administrative assistant personnel in times of absences; provide training to lower level administrative personnel.

QUALIFICATIONS:

Schooling and Certification(s): Equivalent of an Associate degree in Public Administration or experience commensurate with degree.

Experience: Five or more years of administrative and/or clerical experience including ~~taking and transcribing dictation~~; specific training with regard to more complex back-up duties related to other Agency administrative clerical positions; and/or any combination of training and experience which would likely provide the required knowledge and abilities.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Modern office terminology, procedures, and equipment; correct English use, spelling grammar and the ability to compose correspondence, memos, and various other communications; common business practices and etiquette; knowledge of advanced computer programs, including data base spreadsheet calculations and compilations.

Ability: Take meeting minutes and transcribe them accurately; act with initiative within established office procedures; collect and organize information into a readable and comprehensive report; type accurately at a rate of 75 words or more per minute from clear and legible copy; understand and carry out oral and written instructions; create and maintain document file systems; work independently and use good judgement; establish and maintain cooperative relationships with other employees, officials and the general public.

PHYSICAL REQUIREMENTS:

Climbing: yes no **Frequency:** Continual Often Infrequently Never
Examples: Going up and down ladders, stepping stools, stairs

Bending: yes no **Frequency:** Continual Often Infrequently Never
Examples: Picking up boxes, normal office range of motion

Lifting: yes no **Frequency:** Continual Often Infrequently Never
Examples: Lifting boxes, audiovisual equipment, presentation material, etc.

Sedentary/sitting: yes no **Frequency:** Continual Often Infrequently Never
Examples: Driving or riding in vehicles, sitting at desk

Standing: yes no **Frequency:** Continual Often Infrequently Never
Examples: Standing on carpet, pavement, concrete in Agency facilities

Repetitive motion: yes no **Frequency:** Continual Often Infrequently Never
Examples: Operation of computer keyboard, writing, etc.

WORK ENVIRONMENT:

Generally, the duties to be performed by the Senior Administrative Assistant (Engineering) will be within the Operations Center, where there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc.

The working hours of the Senior Administrative Assistant (Engineering) may be traditional Agency office hours of 8:00 am to 5:00 pm; or may be a 9-80 work schedule with every other Friday off.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.