



## **SENIOR ADMINISTRATIVE ASSISTANT**

**Administrative Department**

**Range: 46**

**Salary:**

**JOB DEFINITION:** Under general direction, to provide administrative support to the Assistant General Manager, Finance Director, Human Resources Manager and assist the Executive Secretary/Assistant Secretary to the Board; to serve as back-up to Administrative Assistants and Executive Secretary/Assistant Secretary to the Board in their absence and perform a variety of advanced and complex clerical duties for specified departments within the Agency as assigned; and other related work as assigned or required.

**SUPERVISOR:** Executive Secretary/Assistant Secretary to the Board

### **DISTINGUISHED FROM LOWER RANGE POSITION(S):**

This is a single position classification distinguished by its responsibility for providing direct administrative and clerical support to the Assistant General Manager, Finance Director and Human Resources Manager. This position also performs varied, difficult, sensitive and confidential 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 billing, customer service processes, and in-house operations.

### **EXAMPLE OF DUTIES:**

Provide administrative assistance to assigned department(s); type a wide variety of material including reports, correspondence, forms, agendas and legal documents; answer telephone inquiries and work with customers; maintain files, records and statistics for a variety of Agency functions; prepare contract specifications from data collected via Agency personnel and consultants; take and prepare meeting minutes; operate various office machinery, including personal computer, 10-key calculator, copy machines, and postage meter; oversee maintenance and repair of office equipment and provide training of lower level administrative personnel.

### **Specific Assigned Duties:**

General typing and filing for Assistant General Manager, Finance Director and Human Resources Manager; typing and binding of Agency's annual budgets; preparation of statistical charts and graphs for various in-house reports and projects; preparation of charts for year-end financial statements; taking and preparing minutes from meetings; daily review and logging of newspapers for water/Agency related articles and monthly preparation of public information statistics; answer phones for Management personnel; responsible for the preparation and processing of all employee performance evaluation paperwork; preparation of materials for Board meeting presentation; advance room preparation for board and public meetings; assist with meeting and event arrangements; maintain DWA library computer drive; process Fictitious Business Names Statement renewals; file quarterly lobbyist reports; train and serve as back-up to Executive Secretary/Assistant Secretary to the Board in her absence or as requested. Will also serve as back-up to Administrative Assistant positions in Customer Service/Facilities & Safety and Engineering/Operations as needed.

## QUALIFICATIONS:

**Schooling:** Equivalent of an Associate degree in Public Administration or experience commensurate with degree.

**Certification(s):** None required

**Experience:** Five years of administrative and/or clerical experience including taking and transcribing dictation: specific training with regard to the more complex back-up duties related to other Agency administrative clerical positions (i.e., preparing Board packets, minutes, water quality report production, consumptive use reports, filing and releasing of liens, election filings, etc.); and/or any combination of training and experience which would likely provide the required knowledge and abilities.

**Knowledge:** Modern office terminology, procedures, and equipment, including use of personal computer; correct English usage, spelling and 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 calculation formulas for simple data base compilations

**Ability:** Take dictation at 75 words per minute and transcribe it accurately; act with initiative within established office procedures; collect information and organize into a readable and comprehensive report; type accurately at a rate of 85 words or more per minute from clear and legible copy; understand and carry out oral and written instructions; locate with relative ease files/documents related to the other secretarial positions within the Agency; establish and maintain cooperative relationships with those contacted during the course of work; able to work independently and use good judgment in recognizing scope of authority; present a professional personal appearance and vocal image to the public in a tactful and courteous manner; establish and maintain cooperative working relationships with fellow employees and the general public

**License(s):** Possession of a valid driver's license issued by the California Department of Motor Vehicles for use in conjunction with the possible operation of Agency vehicles, with an acceptable driving record

## 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: Filing, picking up boxes, normal office range of motion

**Lifting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Picking up boxes, picking up paper reams

**Sedentary/sitting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Sitting at desk, driving or riding in vehicles

**Standing:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Standing on carpeted areas and on cement when in the Agency's vault area

**Repetitive motion:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Operation of equipment such as computer keyboard, telephone, typewriter, etc.

**WORK ENVIRONMENT:**

Generally, work is within the Agency Operations Center in an environment where the temperature is controlled. The Senior Administrative Assistant works in an open space located off the Agency's secured lobby area, and sits in the management area of the Operations Center which allows visual/physical access to the lobby and hallway areas, and to guests/customers being given access to the building. Lighting is overhead and there is a 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 management work area, including, but not limited to: telephones, typewriters, computers, computer printers and calculators.

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

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Employee Signature

Date

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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.***