



MARIN MUNICIPAL WATER DISTRICT

Administrative Assistant

DEFINITION

Under general supervision, provides administrative and secretarial support and related work.

DISTINGUISHING CHARACTERISTICS

This class is responsible for performing the more difficult and complex administrative support duties for division activities and programs. Incumbents possess good verbal, writing, communication, and organization skills to work independently, set job priorities, prepare informational materials and reports, and perform a variety of functions.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to the following. Depending upon assignment, employees may not perform each of the listed duties.

- Performs a wide variety of secretarial and administrative support work, including typing of correspondence and reports from copy, notes, or verbal instructions; and proofing and checking work for accuracy, completeness, and compliance with established procedures.
- Explains policies, procedures, and programs to the public in person, by phone, fax, and email.
- Schedules, arranges, and prepares for meetings and conferences; prepares, types, and distributes agendas; takes and prepares meeting minutes.
- Maintains and updates computer databases, spreadsheets, files, and records.
- Compiles and reviews statistical and other data; enters and retrieves data from appropriate computer application and prepares appropriate reports.
- Prepares requisitions, purchase orders; may enter payroll information.
- Develops and prepares a variety of informational materials related to District's programs and activities.
- Monitors division budgets by tracking expenditures and preparing reports.
- Maintains inventory control records; assists with a variety of activities related to ordering and receiving materials and conducting physical inventories.
- Recruits, trains, and supervises volunteers; develops and implements membership volunteer programs.
- Organizes special events and programs.
- Other related duties as assigned.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Networked personal computer operation and office software applications, particularly related to report writing, compiling spreadsheets, scheduling, and desktop publishing.
- Principles and techniques of coordinating and planning group activities and meetings.
- Applicable policies, procedures, operations, codes, and regulations, together with the ability to apply them with good judgment in a variety of cases.
- English usage, spelling, grammar, punctuation, and business writing practices.

- Basic safety practices, procedures, and regulations.
- Numerical calculations and basic arithmetic functions.
- Basic bookkeeping and clerical procedures and technology.

Ability to:

- Perform difficult and responsible secretarial work with speed and accuracy;
- Communicate effectively, both orally and in writing, with the public, staff, volunteers, and others encountered in the course of work;
- Prepare clear and concise records, reports, correspondence, and informational materials independently;
- Analyze situations accurately and adopt an effective course of action;
- Effectively use word processing, spreadsheet, and other software necessary to perform assigned functions;
- Operate a variety of standard office equipment;
- Compile and enter statistical and other data accurately into appropriate forms, reports and documents;
- Work independently using time management skills;
- Understand and carry out written and oral instructions;
- Follow applicable safety rules and regulations;
- Plan events and activities; and
- Travel to alternative work locations and off-site meetings, depending on assignment.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of the twelfth grade or its equivalent.
- Two years of responsible administrative, secretarial and customer service experience.
- For some positions, experience organizing and/or maintaining volunteer activities and events is desirable.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."
- Some positions may require the willingness to work overtime and weekends as needed and the willingness to wear a uniform.

LICENSES AND/OR CERTIFICATIONS

- Depending upon assignment, possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at

neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds. Depending on assignment the employee may require the ability to operate a motor vehicle.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: December 1991
Revised: September 2007
Approved by: Human Resources Manager