



MARIN MUNICIPAL WATER DISTRICT

SENIOR ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, provides senior level administrative and technical support to the Division in implementing and maintaining complex administrative assignments and programs related to the Division Manager's office; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from Administrative Secretary and Administrative Assistant by the complexity of assignment and use of independent judgment in initiating and completing work assignments. Incumbents are expected to handle highly confidential and sensitive matters, and will have extensive contact with management staff, offices of the General Manager and District's General Counsel, the Board of Directors and the public.

EXAMPLES OF DUTIES

- Provides complex administrative, secretarial, and technical support to the Division and subdivisions;
- Prepares and processes reports, forms, records, requests for payment, purchase orders, bid packages, contracts and agreements, draft resolutions, mailing lists for public hearing items, etc.;
- Reviews statistical data and District policies and applies effective problem solving to issues presented;
- Initiates correspondence independently from notes, verbal instructions, rough drafts and other material and prepares reports, memos, mailings, presentation materials, minutes, and a wide variety of finished documents;
- Communicates extensively with the public and other agencies to explain District policies and procedures;
- Administers district-wide learning management system and/or other district wide programs as needed. Works extensively with the Administrative Secretary to the General Manager and provides additional support when necessary;
- Performs the duties of the Administrative Secretary to the General Manager in his/her absence;
- Serves as primary recording secretary at District meetings, and prepares minutes;
- Prepares and coordinates internal and external agenda items for District Committee Meetings and distributes to Board of Directors, staff, and public.

**Marin Municipal Water District
Senior Administrative Assistant
Page 2**

- Ensures that applicable committee items are prepared and forwarded to the Administrative Secretary to the General Manager for submittal to the Board of Directors for award, approval or other action;
- Schedules and prepares documentation for District public contract bidding and required follow up;
- Reviews work completed by Division personnel for compliance with established procedures, accuracy and proper grammar, making corrections as necessary;
- Initiates, compiles and completes complex contracts, miscellaneous agreements, property descriptions, leases, rights of ways, etc.;
- Maintains confidential files and protects the confidentiality of information privy to management staff;
- Coordinates Division pool vehicle reservation requests and arranges for vehicle repairs as needed;
- Coordinates staff travel, lodging and conference arrangements;
- Schedules, arranges and prepares for District meetings and conferences;
- Assists other District Divisions with boardroom meeting setup, including laptop, projector, audio/visual recording equipment, and teleconferencing setup;
- Screens calls, greets visitors, and refers citizens to the appropriate department source;
- Provides information to the public, including contractors and vendors, by phone or in person to ensure contract compliance and an understanding of District policies and procedures;
- Maintains and posts boardroom reservations calendar on a daily basis and proactively identifies and resolves scheduling conflicts;
- Trains assigned employees on office administrative support techniques, contract administration procedures, word processing methods, office procedures and verifies work accordingly; and
- Performs other duties as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Modern office procedures, methods, and equipment;
- Advanced uses of word processing, spreadsheet, database and other standard software to create complex documents and materials requiring the interpretation and presentation of data;
- Advanced administrative and secretarial support techniques;
- Principles and procedures of record keeping including electronic files;
- Principles and practices of working with the public and interacting with all levels of staff;
- Principles and practices of statistical and administrative data collection and report preparation;
- Composing correspondence from brief oral or written instruction;
- Correct English usage, including proper spelling, grammar, punctuation and writing practices;

**Marin Municipal Water District
Senior Administrative Assistant
Page 3**

- Basic research techniques, methods and procedures;
- Basic safety practices, procedures and regulations.

Ability to

- Prepare clear and concise records, reports and correspondence;
- Understand, apply, and recommend improvements in, and implement administrative policies, practices and procedures;
- Effectively interpret pertinent policies, procedures, regulations, and contract provisions;
- Exercise sound judgment when evaluating consequences of alternative courses of action;
- Establish and maintain confidential and statistical records, reports, and files;
- Handle difficult, confidential and sensitive assignments;
- Compose correspondence and reports independently;
- Perform difficult and responsible administrative work;
- Type at a rate of 60 words per minute;
- Operate PC's in a Windows environment, utilize word processing software, and a variety of standard office equipment;
- Establish and maintain effective and professional working relationships;
- Deal tactfully and effectively with those contacted in the course of work.

Training and Experience:

Any combination of training and experience equivalent to:

- Completion of the twelfth grade or its equivalent, and,
- Four years of responsible senior level administrative, secretarial or clerical experience

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."
- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles with 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

**Marin Municipal Water District
Senior Administrative Assistant
Page 4**

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. 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: March 2017

Approved by: Human Resources Manager