

POLICY TITLE
POLICY NUMBER:

JOB DESCRIPTION-ADMINISTRATIVE ASSISTANT
2200

DEFINITION

Working independently and with minimal supervision, the Administrative Assistant organizes and performs a variety of highly responsible, confidential and complex administrative and secretarial duties for the District manager, Board of Directors, Legal Counsel, and District staff. Responsible for administration of personnel, benefits, and related matters.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the District Manager. May receive technical and functional supervision from the District Administrator. No direct supervision of staff is exercised.

IMPORTANT AND ESSENTIAL DUTIES

ADMINISTRATIVE DUTIES:

1. Organizes and performs a variety of highly responsible, confidential and complex administrative and secretarial duties for the District Manager and District staff.
2. Receives visitors and screens their requests.
3. Receives and responds to calls to the District's general phone voicemail and refers individuals to the appropriate department. Assists with sewer lateral related questions.
4. Administer the District's records management and retention program.
5. Coordinate and track responses to Public Records Act request, acquire District Counsel guidance as needed, prepare response when assigned, and maintain the official requests and responses file.
6. Oversees the maintenance and operation of copy machine.
7. Monitor office and kitchen supplies, purchase as necessary.
8. Schedules meeting, training and travel for District Manager and Board Members.
9. Assists District Manager with District Policy revisions and updates.
10. Serves as the website coordinator for the District, routinely updating stale content and posting documents and information on an as-needed basis.
11. Administer the District's insurance program. Provide all necessary documentation for renewals in a timely manner.
12. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and establishing personal networks.

HUMAN RESOURCES DUTIES:

1. Performs a variety of professional human resources functions related to benefits administration, leave management and new hire orientation.
2. Coordinates and maintains the employee benefits programs, including health, dental, vision, life, retirement plan and COBRA administration.
3. Coordinates employee separation, including termination of benefits, enrollment in COBRA if applicable, and necessary employee notifications.
4. Process employment verification and background forms; respond to claims filed for state disability insurance.
5. Maintains all personnel files, I-9 records, drug and alcohol screening and other personnel records. Ensures the confidentiality of such files.
6. Responsible for managing District's Worker's Compensation Program. Acts as liaison with benefit carrier to address claims or issues. Processing of claims.
7. Assists District Manager in the hiring of new employees: Scheduling interviews, processing new hire paperwork.
8. Assist in implementing policy and procedural changes as directed.
9. Administer of the District's Federal Motor Carrier Safety Administration (FMCSA) program. Assist new hires with enrollment, conduct annual queries.
10. Administration of the District's credit card. Ordering new cards, limit adjustments, account closures.
11. Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements: poster compliance.
12. Performs other duties as assigned.
13. Participate in various conferences/trainings in order to maintain awareness of new trends and developments related to departmental duties.

SECRETARY OF THE BOARD DUTIES:

1. Provides a variety of support functions to the District Board and District Manager.
2. Assists District Manager with preparation and organizes materials for the Board of Directors meetings.
3. Responsible for distribution of agenda and packets to members of the Board, counsel, internal departments and other affected or interested organizations and persons.
4. Responsible for the official publication of public meeting notices, legal notices and other actions in conformance with applicable laws and regulations.
5. Attend Board meetings and take minutes of meetings; transcribe notes in an accurate and appropriate format for review and approval.
6. Assists District Manager with preparation of resolutions and ordinances.
7. Maintains calendar and coordinates the schedule of the District Manager with those of the members of the Board of Directors and other District managerial staff, representatives of other organizations and the public.
8. Plans for travel, accommodations and attendance at seminars and conferences for Board members and District Manager.

9. Assists in the development and implementation of recruitment, testing and selection processes to ensure that vacancies are filled in a timely manner from a group of well-qualified candidates; prepares recruitment information.
10. Serves as the election Official, coordinates resources and communications with County to assure a smooth and efficient election activity; administers the candidacy and nomination process, provides information to candidates regarding procedural and disclosure requirements.
11. Perform ministerial duties such as issuing certificates of election, filing oaths of office and enrolling new Directors in the Netfile system.
12. Perform other responsibilities as requested by the Board of Directors.
13. Knowledge of Federal, state, and local laws, and codes and regulations governing elections and special District operation, including the Ralph M. Brown Act, the public Records Act, and Conflict of Interest laws.
14. Ensure biannual review and updates if needed to the District's Conflict of Interest Code.
15. Annual reporting of various forms regarding Board members.
16. Administer District Elections in accordance with State and County established procedures, and monitor compliance with campaign finance and conflict of interest laws.
17. Assists District Manager with the posting, mailing and publication of all legally required notices, District agendas, public hearings, ordinances and notices to ensure compliance with the Brown Act.

TAX ROLL:

1. Maintains and coordinates Sewer Service Charges report listing and annual updates with Contra Costa County Auditor-Controller.
2. Prepares the annual Form A and Resolution for the District's Tax Roll.
3. Prepare public hearing notice for publication to newspaper.
4. Schedule public hearings for delinquent accounts. Prepare resolution, public hearing notice, agenda information, record liens at CCC Recorder's Office, submit paperwork to Auditor-Controller's Office for collection and release liens when paid in full.

SEWER LATERAL PROGRAM:

1. Maintain Sewer Lateral Program Tracking log.
2. Receives calls and responds regarding sewer lateral compliance information.
3. Sends out certified letters to past due extension requests.

SOLID WASTE PROGRAM

1. Attends Quarterly Administrative Meetings.
2. Schedule public hearings for delinquent accounts.
3. Prepares public hearing letter notices and sends out certified mail.
4. Prepares public hearing notices and sends out.

5. Prepares Resolution for Board Meeting.
6. Submit Resolution and lien list to the Contra Costa County Recorder's office for lien on property.

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Computer applications related to work, including word processing, database, and spreadsheet applications.
- Maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Computer use and various computer software applications.
- Business letter writing and the standard format for reports and correspondence.
- Proficiency in Microsoft Office suites software.

Ability to:

- Perform responsible administrative and secretarial support with accuracy, speed, and general supervision, and requiring the use of tact and discretion.
- Work effectively under pressure with frequent interruptions.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, apply, and explain administrative and department policies and procedures.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.

MINIMUM QUALIFICATIONS

Education:

Equivalent to the completion of twelfth (12th) grade. Completion of administrative, office management or business course work is required. On the job experience may substitute for required education.

Experience:

Three (3) years of increasingly responsible administrative and/or secretarial experience.

Licenses and Certifications:

Possession of a valid California Driver's License is required.

OTHER

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical or chemical substances.