

## ADMINISTRATIVE SPECIALIST II

### SUMMARY

Under direction of the Administrative Services Manager, this position is responsible for providing sustained professional support to the administrative and field services functions of the District. Responsibilities include, but are not limited to: assisting in the implementation of the District's Human Resources and Information Technology programs; analyzing and organizing complex documents into a coherent records retrieval system; preparing letters and memos to meet administrative deadlines; routinely demonstrating advanced software skills in Word, Excel, PowerPoint and Access; and, operating standard desktop computers, fax machines, copiers and other office equipment. Additionally, this position will assist in administrative functions related to the Board of Directors. Strong interpersonal skills and an ability to exercise sound judgment and work both independently and as a team member is required. Confidentiality on all matters is essential.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The exact duties performed will depend on the needs of the District.

#### General Administration Responsibilities

- Operates a multiline telephone system to answer incoming telephone calls. Determines purpose of callers and forwards calls to appropriate personnel or department. Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Answers questions about organization and provides callers with address, directions, and other information. Gives information to and supports customers and employees.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel. Monitors visitor access.
- Assist in preparation of LWD agenda items, policies, procedures manuals and annual budgetary documents.
- Performs record management duties including reviewing, categorizing, scanning and electronically filing of District correspondence and technical documents. Filing of checks and other financial documents is also required.
- Compiles data and, as required, prepares responses to requests for information or documents to assist in the annual budget preparation and audit processes.
- Assists in preparation and distribution of Board of Directors and committee agenda packages.
- Ensures agendas are posted in compliance with the Brown Act.

- Assists in the RFP (Request for Proposals) and RFB (Request for Bids) process. Receives and collects proposals/bids. Assists with proposal/bid opening process. Creates and mails letters of proposal/bid acceptance and rejection.
- Routinely demonstrates ability and willingness to present both written and oral recommendations and reports that are necessary and appropriate.
- Updates meeting calendars.
- Receives, sorts, and routes mail and publications, answers correspondence, and prepares outgoing mail.
- Types, formats and prints documents such as letters, memos, reports, graphs, tables, etc., using Microsoft Office and other Windows applications in the customary and usual style used by the District.
- Operates office machines such as typewriter, adding, calculating, copy and fax machines. Maintains fax machines, prepares fax cover sheets, assists users, sends faxes, retrieves and routes incoming faxes.
- Assists in travel arrangements.
- Orders, receives, and maintains office supplies and monitors office equipment.
- Tabulates and posts data in record books. Copies data and compiles records and reports.
- Performs other clerical duties as needed, such as filing, photocopying, and collating.

#### Human Resources Responsibilities

- Assists with wage, salary, and benefit surveys for the purpose of compensation and benefit administration.
- Assists with the development and review of the administration and personnel budget.
- Attends meetings and seminars with other human resources associations (NCPA, WUHRC).
- Assists with development and publication of job announcement information.
- Prepares, distributes, collects and records applications; assists with the interview and selection process; schedules required pre-placement and renewal physicals.
- Assists with the coordination of benefits administration with outside brokers/vendors.
- Participates on the LWD Safety Committee.

## Information Technology Responsibilities

- Assists in administering, monitoring, and troubleshooting the District's hardware, software, and network infrastructure; takes appropriate action to resolve issues and maintain efficient operation.
- Researches and recommends IT related products and services.
- Schedules and coordinates work to move, connect, change, install, back-up, repair, test, or remove equipment such as personal computers, servers, network hardware, and cabling.
- Assists in the administration of the telephone system, including voice mail.

**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.**

### **Specific Types of Knowledge, Skills and Physical Abilities Required For These Duties:**

- Basic knowledge of public human resources administration including labor relations, benefits administration, applicable laws and worker's compensation management.
- Introductory knowledge of principles and practices of budget monitoring.
- Basic knowledge of techniques and systems for recruitment, classification and compensation, employee training, recognition, orientation and performance evaluation.
- Basic knowledge of safety practices, safe work procedures and safety regulations.
- Ability to assist in the planning, organizing, and implementation of human resources program activities.
- Basic knowledge of office automation and information technology, including network infrastructure, database administration, and operating systems.
- Ability to discuss, advise and resolve basic management information systems issues and direct project flow.
- Ability to assist in the development and monitoring of an assigned program budget.
- Ability to work both independently and as part of a team.
- Ability to interact with the public, vendors and other employees in a courteous, tactful and diplomatic manner.
- Knowledge of correct English usage, grammar, spelling, vocabulary and punctuation and a general knowledge of business correspondence.
- Ability to operate standard desktop computer.

- Ability to learn, interpret and apply administrative and departmental policies and remain within District and supervisory guidelines.
- Ability to effectively maintain (order, inventory, etc.) office supplies.
- Ability to establish and maintain cooperative working relationships in order to foster a team approach.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associate's Degree with a minimum of three years of progressively responsible experience performing a variety of administrative and basic human resources and/or information technology support functions or a high school diploma or equivalent along with five years progressive experience with similar areas of expertise.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, supervisors, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **SPECIAL CONDITIONS**

Ability to work under pressure with frequent interruptions. Speak and write clearly and concisely.

## **OTHER SKILLS AND ABILITIES**

- Ability to meet District insurability standards.
- Ability to utilize personal computers in office.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Class 'C' drivers license.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand and use hands to finger, handle, or feel. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will typically work in office conditions with the noise level varying from quiet to moderately loud.

## **RIGHT TO WORK REQUIREMENT**

Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

**The Leucadia Wastewater District does not unlawfully discriminate on the basis of race, creed, color, age, religion, sex (including pregnancy, childbirth or related medical conditions), nationality, national origin, ancestry, citizenship status, physical or mental disability, medical condition (including HIV or AIDS related conditions), marital status, gender identification or sexual orientation.**

**The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.**

## **CLASS HISTORY**

<b>Established:</b>	July 2011	<b>Last Revised:</b>	
<b>FLSA Status:</b>	Non-exempt	<b>Salary Grade:</b>	13
<b>Reports to:</b>	Administrative Services Manager	<b>Department:</b>	Administration