

## **ADMINISTRATIVE SPECIALIST I**

### **SUMMARY**

Under the supervision of the Administrative Services Supervisor, 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: greeting visitors, customers, and vendors; operating a multiline telephone system to answer incoming calls; analyzing and organizing complex documents into a coherent records retrieval system; preparing letters and memos to meet administrative deadlines; routinely demonstrating intermediate software skills in Microsoft Office Suite and Adobe Acrobat; 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 and District management. 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.

The Administrative Specialist I is the entry level position within this series. This position is distinguished from the Administrative Specialist II, which have a higher level of experience and job knowledge and meets the requirements of the higher-level class.

### **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.

- Welcomes on-site visitors and follows the District's Customers/Visitors check-in procedures. Monitors visitor access.
- 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 the District and provides callers with address, directions, and other information. Provides information to and supports customers and employees, including receiving customer request, and completing Customer Service Request form and deliver to appropriate personnel.
- Assist in preparation of the District's agenda items, policies, procedures manuals, request for proposals/bids and annual budgetary documents.
- Performs record management duties including reviewing, categorizing, scanning, filing, and electronic filing of District correspondence and technical documents. Maintains the District's records storage log, records destruction log, requests to add/destroy/pull boxes from District's storage facility in accordance with District's approved record retention schedules.
- 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 proof reading, preparation and distribution of Board of Directors and committee agenda packages. Ensures agendas are posted in compliance with the Brown Act.
- Assists with Public Outreach duties, such as, update Facebook calendar, proof draft public outreach documents, update the District's website and assist with public outreach events.

- Maintains meeting calendar including approving/disapproving outside organizations/agencies requests to use District meeting rooms. Assists with meeting preparation, set-up, and clean-up.
- Receives, sorts, and routes mail and publications, answers correspondence, and prepares outgoing mail.
- Assists with accounting duties, such as, payroll backup, collecting checks/cash payments and records them in a Cash Receipts log and make necessary copies for staff.
- Types, formats, and prints documents such as letters, memos, reports, graphs, tables, etc., using Microsoft Office suite, and other Windows applications in the customary and usual style used by the District.
- Operates and assists users with office machines such as, copy/scanner, fax, and postage machines. Maintains fax machine, prepares fax cover sheets, sends faxes, retrieves, and routes incoming faxes. Maintains postage machine with updates and funds for outgoing mail.
- Assists in travel arrangements.
- Assists with the Teacher Grant Program, including, notifying the schools of the program, receiving and reviewing the applications, and provide recommendations if grants meet the program's criteria.
- Orders, receives, and maintains office supplies and monitors office equipment.
- Tabulates and posts data in record books. Copies data and compiles records and reports.
- Assists with Human Resources duties, such as; prepares, distributes, collects and records employment applications; assists with the interview process; schedules required pre-employment, renewal physicals and employee functions. Post District information/ job announcements and maintain bulletin boards.
- Assists with the Safety Program by assigning and tracking online safety training courses and maintaining the safety training records.
- Assists with scheduling IT work orders, researching, and recommending IT related products, such as copying machines, fax machines and telephone systems with voice mail.
- Assists Field Services with various duties/projects, such as; shipping and receiving parts/equipment, preparing the monthly rainfall report, ordering cell phones and/or supplies as required.
- Performs other clerical duties as needed, such as filing, photocopying, and collating.
- Must be able to run errands, such as, deliver Board agendas, and pick up meeting supplies.

**SPECIFIC TYPES OF KNOWLEDGE, SKILLS AND PHYSICAL ABILITIES REQUIRED FOR THESE DUTIES:**

- Ability to work both independently and work well within a team environment.
- Ability to interact with the public, vendors, and other employees in a courteous, tactful, and diplomatic manner.
- Ability to perform basic functions in Microsoft Office Suite.
- Ability to learn, interpret and apply administrative and departmental policies and remain within District and supervisory guidelines.
- Ability to establish and maintain cooperative working relationships to foster a team approach.
- Ability to meet District insurability standards.

- Ability to work under pressure with frequent interruptions.
- Ability to perform and follow safety procedures.

### **SUPERVISORY RESPONSIBILITIES**

None.

### **QUALIFICATIONS**

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

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

Education equivalent to graduation from high school and with two years progressive experience in an administrative capacity using Microsoft Office suite and other Windows applications required.

### **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. Knowledge of correct English usage, grammar, spelling, vocabulary and punctuation and a general knowledge of business correspondence.

### **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 create and interpret bar graphs.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Class 'C' driver's license.

### **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.

### **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 have good hearing, eyesight, speech, and excellent ability to communicate, both verbally and in writing. 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, or crouch; and use of a step ladder. The employee must occasionally lift and/or move up to 40 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.

**CLASS HISTORY**

<b>Established:</b>	MAY 2003	<b>Revised/Reviewed:</b>	JUNE 2020
<b>FLSA Status:</b>	Non-exempt	<b>Salary Grade:</b>	11
<b>Reports to:</b>	Administrative Services Supervisor	<b>Department:</b>	Administration