



7500 Schmidt Lane
El Cerrito, CA 94530
(510) 524-4668

Approved By: District Manager
Date: 8/23/2018

JOB DESCRIPTION

ADMINISTRATIVE SPECIALIST

DEFINITION

Under general supervision of the Administrative Supervisor. The Administrative Specialist 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. Greets and directs customers, runs short errands or deliveries, answers telephones, opens and distributes mail, makes copies of documents as requested, monitors and orders office supplies and performs other assigned office duties as assigned. Researches miscellaneous needs.

SUPERVISION EXERCISED

No Supervisory duties.

IMPORTANT AND ESSENTIAL DUTIES

- Update, maintain and prepare Service Call Reports.
- Maintain petty cash fund.
- Performs a wide variety of general clerical duties including filing, copying materials, and typing.
- Perform customer service functions including greeting the public and handling customer inquiries and request, answering telephones, routing callers and relaying messages, and recording and dispatching crews to service calls.
- Process incoming and outgoing mail and packages. Create, maintain, and/or update a variety of files, records and logs.
- Provide backup to other administrative staff as assigned.
- Plan, organize, coordinate and administer all District functions and activities either directly or through staff.
- Scan District documents onto the document imaging system.
- Monitors and ordering office, janitorial, coffee and other supplies, services and materials.
- Make deliveries and run errands driving a District vehicle.
- Prepare office and meeting rooms for the public, meetings, and closing.
- Perform related duties as assigned.
- Prepare reports, analysis and recommendations to Board of Directors for development of goals, objectives and policies.

OTHER JOB RELATED DUTIES

- Ability to write routine reports and correspondence.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies and employees.
- Ability to, in English, effectively presents information and respond to questions in person and on the telephone.
- Ability to interact with others (co-workers, supervisors, subordinates, vendors, members of the public) in a professional manner.
- Ability to accept constructive criticism from co-workers and subordinate employees.
- Ability to recognize the need for assistance or clarification, and the ability to seek such assistance or clarification as needed.
- Ability to work independently as needed and handle work-related stress in a professional manner.
- Ability to prioritize assignments and meet deadlines.
- Prepare and/or review technical reports.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Safe work practices, occupational hazards and standard safety procedures.
- Operating characteristics of tools and equipment used in collection system maintenance and repair.

- Methods, principles, practices and materials used in collection system maintenance and repair.

Skill to:

- Communicate clearly and concisely, both orally and in writing.
- Operate a motor vehicle safely.

Ability to:

- Deal tactfully with the public and others in providing information, answering questions and providing customer service.
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Read, understand, and follow posted work rules and procedures; understand and follow written and verbal instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three (3) years of responsible office administrative, secretarial and/or general clerical experience. Experience with bookkeeping tasks, payroll and accounts payable is desirable but not required.

Education: High school diploma or equivalent.

Licenses and Certifications: Valid California class "C" driver's license and compliance with Stege driving standards. Continued maintenance of the valid Class C California Driver's License, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle / District vehicle in accordance with the terms and conditions of the District's insurance program, are conditions of continuing employment.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The physical demands and work environment 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.

While performing the duties of this job, the employee is frequently required to move about, position self at varying heights, and remain stationary in office and field; operate and use equipment; ascend/descend ladders; observe and detect conditions; communicate and exchange information; stand on paved streets or inclines, sit, walk, squat, reach, and twist; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must occasionally move and position objects, such as full storage boxes, weighing up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Additionally, the employee is frequently exposed to normal weather conditions. In addition, employees are occasionally exposed to power and noise producing tools and equipment, drive motorized vehicles and work in heavy traffic conditions. The noise level in the work environment can be loud.