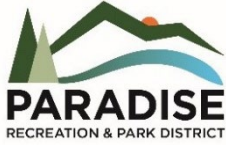


# Job Description



<b>Position:</b>	ADMINISTRATIVE ASSISTANT I, II, III
Reports to:	District Manager or Assistant District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

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## Position Overview

The series identifies positions of increasing difficulty that perform administrative and clerical tasks for the District.

### Administrative Assistant I:

Under the direct supervision of the Administrative Assistant III and the general supervision of the Assistant District Manager and/or the District Manager, performs a variety of moderate administrative assignments, receptionist duties and provides specialized office support services for staff. Performs other related duties as assigned.

### Administrative Assistant II:

Similar to the duties above with the addition of technical support services for the District and staff. Performs other related duties as assigned.

### Administrative Assistant III:

Under the direct supervision of the Assistant District Manager and general supervision of the District Manager, performs duties similar to the above with the addition of a variety of advanced administrative assignments and specialized office management, support services for the District Manager, serves as the Clerk Recorder for the Board of Directors, and various committees, provides direct supervision of Administrative Assistant I and II. Performs other related duties as assigned.

## Responsibilities and Duties

*Duties may include, but are not limited to, the following:*

### Administrative Assistant I:

- Serve as a front office receptionist to assist the public and perform clerical duties
- Provide guidance to patrons assisting and processing program registration, facility rentals, refunds, and Development Impact Fees
- Document reservations and notify maintenance staff of setup requirements
- Assist with the writing and production of the District Activity Guide
- Prepare program data, schedules, and materials

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- Prepare documents for special projects, reports, evaluations, marketing materials and correspondence
- Balance daily cash and make bank deposits
- Schedule and coordinate meetings and/or special events
- Manage contracts and partnership agreements coordinating with staff and vendors, track requirements and deadlines, develop invoices against contracts, receive and process payments
- Maintain the front office filing system and online documents
- Maintain the webpage, program registration software, online marketing and social media, electronic timesheet system
- Be a collaborative, flexible team player, keen to engage in positive professional relationships with patrons, staff and vendors

### Administrative Assistant II:

*All Administrative Assistant I responsibilities and duties as well as:*

- Responsible for the computer information systems of the District and other computer related tasks
- Working with IT support, identify, troubleshoot, and resolve computer and network problems, install, update, and maintain software systems
- Responsible for an inventory and understanding of the District's computer equipment and make recommendations on equipment purchase needs
- Responsible for file management and backup systems on the server
- Transition files from paper to electronic, performs purges, organizes, and archives all while maintaining integrity of electronic file system
- Analyze documents, ensures accuracy and compliance with policy, enters a variety of information in databases and/or computerized systems
- In the absence of the Administrative Assistant III (Management), serves in that capacity

### Administrative Assistant III:

*All Administrative Assistant I and II responsibilities and duties as well as:*

- Serve as recorder for Board of Directors and committee meetings, prepare and distribute public agendas, prepare back up material and supporting documentation for Board meetings and committees, assuring proper content, format, order, supporting documentation, and preparation of the official minutes for review, approval, distribution, and upload to the District website
- Maintain the District's file on approved minutes including all original supporting documents complying with legal requirements and District policy
- Review, analyze, record, manage, and track contracts and agreements for the District in accordance with state law, including keeping up to date with law and policy changes, seeking legal advice, and coordinating District purchasing activities
- Prepare routine and complex purchasing and procurement documents including Requests for Proposals (RFPs) and contracts, while coordinating with departments to ensure specifications within purchasing and procurement documents are accurate
- Develop and update procurement policies to ensure compliance with state law, including

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researching, interpreting, and analyzing policy issues and recommending policies and practices, and developing purchasing procedures

- Provide guidance and training for staff on purchasing procedures, RFPs, and contracts
- Streamline the hiring process for new employees including the enrollment and processing of paperwork for new employees, and serve as the contact for questions on benefits and other related questions
- Receive, review and process paperwork in assigned area of responsibility, which may include contracts, work orders, invoices, and other documents and codes appropriately for District Accountant
- Maintain appropriate inventory levels within assigned area of responsibility
- Maintain and update the manuals and policies to remain in compliance of all laws and regulations
- Administer and maintain the property and liability insurance program and policies, working with insurance companies, processing and managing claims and property loss, maintaining the insurance asset and property valuation list, and providing recommendations on insurance matters and risk assessment
- Assist District Manager and provide direction to other Administrative staff in support of required applications and reporting procedures to ensure grant compliance
- Prepare confidential employee correspondence concerning Family Medical Leave, Workers' Compensation, and other personnel related matters
- Maintain the District's confidential administrative files on the District server
- Prepare and compose a wide variety of reports, documents, and correspondence
- Submit recommendations to District Manager on annual budget expenses for District office operation concerning equipment, supplies, staffing, and service agreements
- Consolidate final budget requests from all departments to create final full District budget proposal to be presented to the District Board of Directors for approval
- Coordinate, schedule, track, and maintain records of District staff and Board of Directors' compliance with state mandated training requirements, such as but not limited to, Sexual Harassment Training, Ethics Training, and Conflict of Interest Statements

## Requirements and Qualifications

### Knowledge, Skills, and Abilities

#### Administrative Assistant I:

- Strong understanding of policies, procedures, and practices of the District
- Knowledge of office administrative processes, procedures and functions
- Ability to maintain filing systems, and computer data systems
- Strong knowledge of basic math, spelling, English and grammar
- Ability to work independently while also able to work cooperatively with others
- Excellent time management skills with the ability to appropriately plan, organize, prioritize, delegate and review work in order to meet schedules, competing tasks, assignments, and ongoing projects
- Good listening, diplomacy, and analytical skills

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- Effectively communicate with tact and diplomacy verbally and in writing, while always representing the District in the best light
- Ability to navigate difficult conversations while keeping rapport
- Apply District rules, policies, and legal requirements, maintaining confidentiality
- Proficient bookkeeping skills relating to cash reconciliation and deposits
- Exercise good judgment, initiative, and strategic thinking
- Computer competency in Microsoft Office applications
- Ability to develop and maintain a professional and collaborative working relationship with District staff, vendors and patrons

### Administrative Assistant II:

*All of Administrative Assistant I knowledge, skills and abilities, as well as:*

- Advanced understanding of current information technology systems
- Principles and practices of project management and prioritization, solution strategy development and implementation

### Administrative Assistant III:

*All of Administrative Assistant I and II knowledge, skills and abilities, as well as:*

- Principles and practices of public administrative processes, procedures and functions
- Knowledge of the public meeting process and recorder duties and requirements
- Federal, state, and local laws, rules and regulations pertaining to public contracting, public procurement, and keeping current with law changes and new best practices
- Financial principles and practices in local government for budget preparation and administration techniques

## Education and Experience

*Any combination of education and experience that would likely provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

### Administrative Assistant I:

- High school diploma or equivalent
- A minimum of two (2) years of administrative experience

### Administrative Assistant II:

- Associates degree or equivalent in office administration, business or related field
- Three (3) years of increasingly responsible experience in the performance of a variety of administrative, business analysis, or technical services

### Administrative Assistant III:

- Bachelors degree or equivalent in office administration, business or related field
- Four (4) years of increasingly responsible experience in professional public agency administration, supervising staff, budgeting, and office management

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### License and Certification

*All Administrative Assistant I, II, and III positions must possess, or have the ability to obtain within 30 days of hire, and maintain throughout the duration of employment, the following:*

- A Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles

### Medical Examination and Finger Printing

*Successful candidates must:*

- Pass District pre-employment medical examination
- Complete and pass a DOJ Live Scan background check

### Physical Requirements and Work Environment

*Reasonable accommodations provided:*

- Occasional bending, handling, dexterity, reaching overhead, stretching, kneeling or squatting and climbing stairs
- Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, to lift, carry, push, pull or otherwise move objects
- Remain in a stationary position (sitting or standing) for extended periods of time (approximately 75% of the time), move about the office occasionally (approximately 25% of the time)
- Must be able to travel to locations in, around, or outside the District Boundaries
- Making substantial movements (motions) of the wrists, hands, and/or fingers
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends
- Work obligations may entail occasional field meetings and inspections

### Direct Reports

Administrative Assistant III: Administrative Assistant I and II.

### Benefits

*Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.*

#### Full Time (FT)

- Medical, Dental, Vision, Life Insurance, CalPERS Retirement (Employee Share of Cost at 7%)
- Vacation
- Paid Holidays

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### Part and Full Time

- 457 Retirement (Optional employee contribution plan)
- Flex Plan (Optional employee contribution plan)
- Sick Leave, Longevity Increases
- Employee Discount on District Programming and Facility Rentals

### Job Description Action

<b>Status:</b>	<i>Approved</i>
<b>Date approved:</b>	<i>4/13/2022</i>
<b>History</b>	<i>Previous version approved 6/10/2020 consolidated all levels of Administrative I, II, and III positions to a single, streamlined job description for all.</i>
<b>Reviewed:</b>	<i>4/13/2022 Personnel Committee</i>

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4/27/2022