

Greater Vallejo Recreation District Job Description

Classification Title	Administrative Assistant
FLSA Status	Non-Exempt
Salary Grade	39S
Reports To	Assistant to General Manager/Board Clerk

GENERAL DEFINITION

Under general supervision, performs a variety of administrative and office support duties of considerable complexity requiring thorough knowledge of assigned department's procedures and operational details; provides administrative support to management, supervisory, and departmental staff; composes and prepares correspondence using considerable judgement in content and style; provides assistance for a wide variety of assignments, projects, and department programs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for independently performing complex administrative and office support duties in support of an assigned department, department-related projects, and/or programs. Positions at this level exercise judgement and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL DUTIES & RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

- Provides administrative and project support for assigned management, departmental staff, and the District's Board of Directors.
- Acts as an information liaison between management, other staff, outside agencies, and the public, consulting supervisor when appropriate.
- Assists with or administers assigned department projects and/or programs as assigned by management staff; provides assistance in various research and department-related projects, including development and administration of requests for proposals, contract agreements, lease agreements, permits, and marketing solicitations.
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical or

statistical data; prepares and assembles agendas, minutes, resolutions, reports, and other informational materials.

- Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, administrative documents, , financial, and staff reports, and correspondence for department management; inputs and retrieves data; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections.
- Prepares and processes reports, forms, and records, such as requests for payments, purchase orders, invoices and permits, assists in preparing requests for proposals, bid packages, contracts and agreements, hearing notices, Board memos, draft resolutions, notices of determination, and mailing lists for public hearing items.
- Screens calls, visitors, and incoming mail and emails; assists and directs staff, public, and other agencies to appropriate locations and/or staff; responds to complaints and requests for information and escalates when needed; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public.
- Processes internal department bookings and creates invoices for district leases using District computer software program.
- Performs accounting processes associated with the collection of fees for lease and user agreements, contracts, programs and the use of facilities including refunds, account adjustments, and daily cash balancing for multiple registrations.
- May assist with scheduling and/or coordinating meetings, conferences, and/or training sessions for department staff; Prepares rooms for meetings, including setting up audiovisual equipment.
- Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives vendor invoices; prepares requests for payment for management approval.
- Develops and implements a variety of record-keeping systems.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

HUMAN COLLABORATION & JOB IMPACT

This area describes personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information. The impact the job has on GVRD is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/promotional level budget and expenditures.

MINIMUM QUALIFICATIONS

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

Required Education and Experience

- Equivalent to the completion of the twelfth (12th) grade.
- Four (4) years of increasingly responsible clerical experience preferably in a public agency or two (2) years of administrative experience.

Required Licenses or Certifications

- None

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Administrative best practices and procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of business mathematics, data collection and report preparation.
- Record keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Office equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Coordinate and administer programmatic, administrative, and project activities.
- Interpret, apply, and explain administrative and departmental policies and procedures.
- Research, interpret, summarize, and present administrative and programmatic information and data in an effective manner.
- Make accurate arithmetic and financial computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

WORK ENVIRONMENT/CONDITIONS

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

Work Environment	Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site		X	
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Exposures	Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases		X	
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is relatively free from unpleasant environmental conditions or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date, and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print)_____

Employee Signature:_____

Date:_____

Date created	March 13, 2024
Dates revised	