



ADMINISTRATIVE ASSISTANT III

FLSA Status: Non-exempt
Bargaining Unit: Teamsters
Adopted: March 2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

This is the advanced Administrative Assistant class and is distinguished from the Administrative Assistant II class in that it performs the most difficult, technical, complex and/or specialized office support duties which require a definable body of technical knowledge and skill.

ESSENTIAL FUNCTIONS

Essential functions may include, but are not limited to, the following:

- Perform a variety of difficult or complex tasks requiring prioritization and the frequent use of independent judgment. Such judgment involves a thorough knowledge of District policies, programs, procedures, rules, regulations, and scope of jurisdiction while maintaining confidentiality.
- Serve as Deputy Secretary to the Harbor Commission.
- Contact with the public, District and/or governmental officials and others requiring tact, diplomacy, and the use of discretion in responding to inquiries.
- Prepare or compose written drafts requiring discrimination and judgment in the selection of data or interpretation of laws, rules, or policies.
- Establish and maintain confidential files concerned with policy matters; record actions taken on sensitive issues; responsible for releasing information to authorized parties.
- Arrange schedule of appointments and/or travel for supervisors; exercise discretion in committing supervisor's time and in referring caller or visitor to another appropriate source of information or service.
- Locate sources of information, devise forms needed to secure data; determine proper format for finished reports; may edit draft staff reports for grammatical and punctuation errors.
- Establish, maintain, revise, and update District filing systems.
- Maintain office supply inventory; order supplies.
- Compile a variety of narrative and statistical reports and documents from notes, typed copy, rough drafts, database queries, oral instructions, memos, transcripts of minutes and reports; edit drafts for composition and grammatical structure.
- Prepare agendas for Board and Board Committee meetings and provide supportive services to Board as needed.
- Prepare minutes for Board and Board Committees using notes, video, and audio tapes.
- Develop clear and comprehensive reports.

- Understand, interpret, and apply appropriate rules, regulations and written directions to specific situations.
- Attend evening Harbor Commission meetings.
- Maintain regular attendance and punctuality in observance of scheduled hours.

QUALIFICATIONS

Knowledge of:

- Microsoft Office Suite, Desk top publishing (preferred).
- Principles and practices of organizational structures and administration.
- Modern office practices and procedures, including business correspondence, record keeping systems, microcomputer and other office equipment.
- Principles and protocols of office coordination.
- Public sector records management systems; modern principles and practices of record keeping.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Communicate fluently in written and spoken English.
- Comprehend and disseminate information concerning the harbor and marina environment and District policies and procedures.
- Review operations for efficiency and effectiveness; recommend procedural changes to enhance operations.
- Monitor and track contracts with vendors providing services to the District.
- Resolve contract/procurement issues with purchasing.
- Review vendor invoices for accuracy, and process payments in a timely manner.
- Operate modern office equipment including computer equipment and specialized software application programs.
- Communicate information clearly and concisely.
- Establish and maintain effective working relations with District staff, outside agencies and the general public.
- Monitor and update District webpages.
- Make sound decisions using good judgment, while performing difficult secretarial and clerical tasks consistent with the essential duties.
- Identify and correct errors in English usage, grammar, and arithmetic calculations.
- Type correspondence and other documents in a variety of formats on a personal computer from clear copy or rough drafts at a speed necessary for successful job performance.
- Use common database query tools to extract and compile data.
- Transcribe meeting minutes or notes into written format.

MINIMUM QUALIFICATIONS

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

Education:

High School diploma or General Educational Development (GED) equivalency.

Experience:

Four (4) years of general clerical experience including two (2) years of experience comparable to that of the District's Administrative Assistant II.

LICENSES AND/OR CERTIFICATES

Possession of or ability to obtain and maintain a valid Class C California driver's license at time of employment.

PHYSICAL DEMANDS:

These functions may be performed with or without reasonable accommodation:

- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity and accuracy.
- Sit at a desk and in meetings on a continuous basis for long periods of time.
- Intermittently twist and bend to reach equipment in work area.
- Perform simple gripping, grasping and fine manipulation; in addition, perform repetitive keystrokes on both a computer keyboard and 10-key adding machine.
- Use a telephone and communicate through written and electronic means.
- Lift and carry weight of 20-pounds or less of varying period of time
- See in the normal vision range with or without correction.
- Hear in the normal range with or without correction.

WORKING ENVIRONMENT:

Work is performed indoors in a carpeted and air-conditioned office environment with natural and fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to external environment when going to outlying offices and meeting. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

WORKING CONDITIONS:

May be required to work various shifts including early mornings and evenings.