

Carpinteria Sanitary District

Job Description

Job Title: **Administrative Support Specialist**
Department: Administration
Report To: District Administrator
FLSA Status: Non-exempt

SUMMARY

Under direct supervision of the District Administrator, the Administrative Support Specialist is responsible for a wide variety of clerical and administrative functions, including customer service, correspondence, data entry, preparation of Board meeting minutes and agenda packets, office organization, records management, contract management, public outreach efforts and other related work as required.

Learns to create processes and procedures to complete assignments; conducts research and interacts with others within and outside the District to gather and/or provide information; learns and applies policies and procedures independently in a variety of situations; exercises sound judgment (including appropriate handling of sensitive information) particularly in dealing with employees, management, the public, and firms which have business with the District and has the ability to work independently to organize, plan, and complete work to meet deadlines and expected outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs.

- Provides complex and confidential clerical support for the District Administrator and General Manager.
- Performs a variety of administrative and office support work including preparing and processing correspondence, forms, and reports from drafts, notes, brief instructions, or corrected copies; proofreads materials for accuracy, completeness, compliance with departmental policies, correct formatting, and correct English usage, including grammar, punctuation, and spelling.
- Assists in the preparation and distribution of Board and committee agenda packets, meeting minutes, and other Board related documents. Posts notices of meetings, Board vacancies and other legal notifications.
- Responds to customer inquiries and complaints in person, by telephone or email and provides information regarding District services and requirements; serves as receptionist at front counter; and represents the District to callers and visitors in a professional and customer friendly manner.
- Coordinates and schedules meetings, events and District functions and maintains calendars for department staff; prepares meeting rooms, required equipment and refreshments.
- Assists in financial administration, data entry, accounts payable and post-payroll reporting requirements.

- Monitors and maintains inventories of supplies and materials; completes purchase requisitions; purchases supplies and materials.
- Provides secretarial and support services for such duties as typing, correspondence, mailing and shipping and other routine office support tasks.
- Assists in maintaining records in accordance with the District's retention policy and applicable law. Oversees and manages filing of documents and records, in both paper and electronic format, in an organized and timely manner.
- Assists with human resource administration, including recruiting, hiring, maintaining confidential personnel files.
- Assists with contract management including solicitations, advertising, filing, noticing, insurance requirements and other documents as required.
- Assists in maintaining the District's website, Facebook account and other social media sites. Participates in general District outreach and communication activities.
- Responsible for facilities management duties related to the District's administrative office and Board meeting room.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to work effectively and cooperatively with those contacted during the course of daily work.
2. Ability to work independently with little or no guidance or supervision.
3. Ability to maintain proper documentation and records of District business activities.
4. Knowledge of current human resource administration practices, procedures, laws and regulations, including employee benefits, retirement programs, insurance, workers compensation and related topics.
5. Knowledge of modern office practices and procedures and equipment, and the ability to plan, organize and coordinate administrative functions and records, and operate office related equipment.
6. Knowledge of business correspondence and the ability to create and edit same.
7. Ability to deal tactfully and courteously with the public.
8. Knowledge of Public Agency requirements, Brown Act, Public Records Request Act, etc.
9. Knowledge of operation of personal computers and software including Microsoft Office (Outlook, Word, Excel, etc.), web editing and graphic design programs.

EDUCATION / EXPERIENCE

High school diploma or general education degree (GED).

A combination of education and experience in office administration or a general professional clerical setting, necessary to meet the essential duties and responsibilities of the position is required. Experience in dealing with the public is highly desirable.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of District staff, customers and the general public.

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 draw and interpret graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety technical instructions in mathematical form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Those qualifications listed as **required** must be attained with the specific time frame in order to be classified as a regular employee.

Required:

- Possess and maintain throughout employment a Class C drivers license as issued by the State of California. While employed in such job requiring driving a District vehicle, the employee must be insurable with current insurance carrier at the “standard” rate.”

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

The work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Exposure to moderate noise level typical in office environment; minimal exposure to hazardous chemicals and infectious wastes.

ACKNOWLEDGMENT

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of the job description.

Employee Signature

Date