



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

ADMINISTRATIVE ASSISTANT / PARK-RECREATION ASSISTANT B

\$26.13 – \$29.57/hour, \$54,349 – \$61,504/year

FLSA Designation: Non-Exempt
Established: July, 2016
Revised: January, 2019

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.

DEPARTMENT / DIVISION As assigned

SUMMARY DESCRIPTION

Under general supervision of assigned supervisory or management staff, performs a wide variety of general or specialized office support, clerical, secretarial, and routine administrative and programmatic work in support of assigned department; assists the general public and provides information related to specific area of assignment.

IDENTIFYING CHARACTERISTICS

Administrative Assistant / Park-Recreation Assistant B - This is the full journey-level classification performing the full range of office and administrative support duties as assigned. Employees at this level 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. Positions in this class series are flexibly staffed and are generally filled by advancement from the "A" level, or when filled from the outside, require prior experience. Advancement to the "B" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties. Completed work is usually evaluated for soundness, appropriateness, and conformity to policy and requirements and the methods used in arriving at the end results are not usually reviewed in detail.

REPRESENTATIVE DUTIES

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 business needs and changing business practices.

1. Organizes and maintains various administrative, confidential, reference, and follow-up files and records for the General Manager's Office, Departments, staff and the Board of Directors (i.e., budgets, purchasing; updates resources materials).
2. May direct, coordinate and review the work of office support staff on a project or day-to-day basis; may train staff in work procedures.
3. Provides administrative support to management and Town staff including preparing and processing records and reports, creating and maintaining project and program files, applying for and obtaining permits, updating websites, and administering special projects.
4. Organizes and carries out administrative assignments; researches, compiles, and organizes information and data related to assigned programs; formats reports, spreadsheets, and related documents; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
5. Maintains and updates record systems and specialized databases; verifies accuracy of information; enters and updates information; retrieves information from systems and databases as required.

6. Administers projects and/or programs as assigned including coordinating services with external parties; provides assistance to Town staff on various research and team-related projects.
7. Composes, types, formats, and proofreads a wide variety of reports, letters, documents, agendas, and memoranda; checks for punctuation, spelling, and grammar; suggests corrections.
8. Prepares, copies, collates, and distributes a variety of documents, including agendas packets, reports, informational packets, bid packages, purchase orders, and contracts and specifications; ensures proper filing of copies in Town files.
9. Attends events and participates in community outreach efforts in support of Town programs.
10. Assesses and develops recommendations for procedural changes affecting administrative support activities; maintains and updates procedural manuals; develops standardized templates for Town use; recommends improvements in work flow, procedures, and use of equipment and forms.
11. Maintains calendars; schedules meetings between Town staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
12. Serves as secretary to assigned committees; prepares, posts, and distributes agenda materials including staff reports and other packet materials; attends meetings and records and transcribes minutes.
13. Monitors and purchases office and department equipment and supplies.
14. Receives and screens visitors and telephone calls; takes messages, directs the caller to the proper staff, and/or provides factual information or problem resolution regarding Town and departmental activities and functions that requires the application and explanation of rules, policies, and procedures.
15. Acts as a Town representative within community groups to relay or obtain relevant information regarding Town activities.
16. Record and monitor financial transactions associated with the collection of fees as assigned.
17. May support the Board of Directors at meetings (i.e., meeting room set-up and clean-up).
18. Prepares detailed and often confidential correspondence, reports, forms, invitations, graphic materials, and specialized documents from drafts, notes, brief instructions, corrected copy, or dictated tapes; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation and spelling.
19. May direct, coordinate and review the work of office support staff on a project or day-to-day basis; may train staff in work procedures.
20. Attendance and punctuality that is observant of scheduled hours on a regular basis.
21. Performs other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Modern office procedures, methods and equipment including computers. Computer applications such as word processing, spreadsheet, and database applications. Methods and techniques of proper phone etiquette. Mathematical principles. Basic business letter writing and the standard format for typed materials. Methods and techniques for basic report preparation and writing. Principles and procedures of record keeping and filing. Depending on assignment, knowledge of accounting, clerical, construction, legal, and computer terminology may be required. Administrative procedures affecting inventory, purchasing, accounting and personnel/payroll transactions. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

Ability to:

Perform responsible administrative and secretarial support work with accuracy, speed, and general supervision. Understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities. Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, and procedures. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Exercise good judgment in maintaining information, records, and reports. Read, understand, and review documents for accuracy and relevant information. Use applicable office terminology, forms, documents, and procedures in the course of the work. Use sound judgment in following and applying appropriate laws, regulations, policies, and procedures. Make accurate arithmetic calculations in the receipt of moneys. Compose correspondence or documents. Meet critical deadlines. Establish, maintain and foster positive and cooperative working relations with others from diverse background, including elected officials, co-workers and the public effectively and with courtesy, in person, via email and over the phone. Courteously respond to community issues, concerns, and needs. Understand and follow instructions. Operate and use modern office equipment including a computer and various software packages. Type and enter data at a speed necessary for successful job performance. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

EDUCATION AND EXPERIENCE:

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:

Administrative Assistant B - Equivalent to the completion of the twelfth (12th) grade and three (3) years of increasingly responsible clerical, secretarial, or office support experience comparable to an Administrative Assistant A with the Town of Discovery Bay.

Park-Recreation Assistant B - Equivalent to the completion of the twelfth (12th) grade and three (3) years of increasingly responsible clerical, secretarial, or office support experience plus three (3) years of responsible parks and recreation experience.

License:

Possession of, or ability to obtain, an appropriate driver's license may be required for some positions.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Employees work indoors and, if assigned, outdoors with moderate noise levels. The employee interfaces with staff, management, and the public in providing customer service, explaining Town policies and procedures, and requesting and providing information. May be required to work on evenings, weekends, and holidays.

Physical: Perform simple grasping and fine manipulation. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. May occasionally lift and carry reports and records that typically weight less than 20 pounds as well as move tables and chairs that weigh less than 40 pounds.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Note: All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.