

Central Marin Sanitation Agency  
1301 Andersen Drive  
San Rafael, CA 94901  
415.459.1455 415.459.3971 FAX

## **ADMINISTRATIVE ASSISTANT (Confidential)**

### **SUMMARY**

Under general direction from the General Manager, provides varied confidential secretarial and office administrative support for the General Manager, management team, and Agency staff; prepares agenda packets, minutes and other materials for the Agency Commission; administers assigned personnel and employee benefits functions for the Agency; and performs related work as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include but are not limited to the following:

- Prepares the agenda for meetings of the Agency Commission; ensures that appropriate legal notification of meeting time and content is publicized; coordinates the preparation and distribution of agenda packets to Commission members and other interested parties.
- Attends Commission meetings which are held in the evenings after regular business hours; ensures that all required materials are available; drafts meeting minutes from audio recordings and notes; posts approved minutes to the Agency website.
- Processes all Agency resolutions and ordinances; coordinates and processes all Agency contracts.
- Administers employee insurance and other benefit programs; enrolls employees, explains benefits and follows-up on problems.
- Coordinates Agency personnel functions; processes all new employees, including that they meet Agency requirements for employment; maintains confidential employee personnel and medical files; maintains all Workers' Compensation files.
- Updates the Agency's web page monthly and/or as needed.
- Maintains, updates and distributes the weekly Management calendar.
- Coordinates activities among on-site, off-site and member agency personnel, by use of two-way radio, to monitor pumping stations and operations activities.
- Prepares a variety of correspondence, procedures, proposals, memos, forms and other written materials from drafts, prior information, or brief notes.
- Prepares and distributes the Agency's monthly newsletter
- Coordinates selected agency staff recruitments
- Assists with the public contract advertisement, bidding, and award process
- Oversight and maintenance of the Agency's long term document storage area
- Assists technical staff in the preparation of reports and displays.
- Cosigns Agency payroll and accounts payable checks.
- Sorts incoming mail and deliveries; distributes as appropriate and obtains back-up and other materials as required for processing.
- Coordinates and schedules the use of two Agency meeting rooms.
- Provides for the maintenance of office equipment.
- Performs a variety of general secretarial office support work, such as maintaining filing systems, preparing minutes of staff meetings, arranges for meetings and conference and seminar attendance, maintaining calendars of activities, calculating expenditures, and tracking and procurement of office supplies.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**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.

**EDUCATION and/or EXPERIENCE**

Associate degree (A.A.) or equivalent from two-year college or technical school; or five years related experience and/or training; or equivalent combination of education and experience.

**INTERPERSONAL & OTHER SKILLS**

Ability to interact with others (co-workers, supervisors, customers, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

Ability to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll issues.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, 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 bar graphs.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards. Failure to maintain these standards may result in loss of employment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and arms, handle, feel, and talk or hear in person or on the telephone or radio. An employee is required to sit for periods of time. An employee is frequently required to walk, kneel and crouch. Specific vision ability required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate and typical of a business office with computers and printers operating.

**SPECIAL REQUIREMENTS**

There are no special requirements for this job.

**RIGHT TO WORK DOCUMENTATION**

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

**Job Title:** Administrative Assistant  
**Department:** Administration  
**Report to:** General Manager  
**FLSA Status:** Non-Exempt  
**Revised Date:** September 2008