



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

ADMINISTRATIVE SPECIALIST (Confidential)

SUMMARY

Under general direction from the Administrative Services Manager, provides varied confidential secretarial and office administrative support for the Administrative Services Manager, General Manager, management team, and Agency staff; prepares agenda packets, minutes, and other materials for the Agency Board and committee meetings; administers assigned personnel and employee benefits functions, and various accounting clerk activities; and performs related work as required in policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acts as primary administrative office contact, answering phones and greeting visitors; distributing mail; handling deliveries and small shipments.
- Communicates activities among on- and off-site Agency staff to monitor critical activities via telephone and two-way radio; coordinates with outside organizations for use of Agency property.
- Prepares a variety of correspondence, procedures, proposals, memos, newsletters, forms, and other written materials from drafts, prior information, or brief notes; proofreads memos, reports, and correspondence for others for grammar and readability.
- Acts as Board Secretary and ensures appropriate legal noticing of the Board of Commissioners and committee meetings according to the Brown Act; coordinates preparation of the Board and committee meeting agenda packets with the General Manager, distributes agenda packets and associated documents to Commission members, Agency staff, and other interested parties.
- Attends Board and committee meetings [Board meetings are normally held after regular business hours], drafts and publishes meeting minutes from recordings and notes.
- Serves as secretary for various committee meetings and assists Safety Officer with safety and wellness activities.
- Assists finance staff with employee insurance and other benefit programs; enrolls employees, explains benefits and follows-up on problems; conducts training and tailgates on HR-related topics.
- Coordinates Agency recruitment with the hiring manager and/or the HR consultant, including advertising, communicating with applicants, background checks, and scheduling pre-employment testing.
- Coordinates Agency personnel functions such as new employee onboarding and employee correspondence, and maintains confidential employee personnel, medical, and Workers' Compensation files.
- Drafts new or revised policies and procedures for management review; finalizes and publishes.

OTHER DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- Attends industry-specific conferences and trainings to further knowledge base.
- Takes initiative to research applicable programs or procedures to improve Agency processes.
- Updates the Agency's website and Facebook pages monthly and as needed.
- Manages Agency website, designs and writes content, recommends updates and improvements; coordinates with the Information Systems Administrator for best practices and compliance.
- Assists finance staff with preparing and mailing invoices, taking and recording cash receipts, and performing check deposits.

- Arranges for maintenance and repair of office equipment and furniture; orders and maintains inventory of office supplies.
- Maintains staff schedules and emergency contact lists.
- Maintains Agency online employee training programs; schedules required trainings and coordinates with employees for compliance; coordinates Agency-wide events.
- Maintains Agency documents and contracts, and other administration files; publishes public notices.
- Designs, creates content, edits, and formats Agency publications such as the annual Business Plans and financial annual reports.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each 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 and 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 human resource 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 percentage, and 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

No certificates, licenses, or registrations are required for this position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands, and to talk or hear others in person, on the telephone, or on the radio. An employee is required to sit for periods of time. An employee is frequently required to walk, kneel, and crouch. The employee must be able to lift and/or move up 10 pounds, to shoulder height. 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.

Job Title: Administrative Specialist
Department: Administration
Reports To: Administrative Services Manager
FLSA Status: Non-Exempt
Revision Date: May 2026