February 4, 2013

SAUSALITO-MARIN CITY SANITARY DISTRICT

ADMINISTRATIVE ASSISTANT II

DEFINITION

Under Office Manager's supervision, performs varied routine, complex, and confidential administrative support tasks and duties, fiscal processing and report preparation. This position carries out clerical, benefits administration, payroll processing/administration, and accounting functions in a centralized setting, and records and transcribes minutes in the absence of the Office Manager. This position performs related office support work as needed.

SUPERVISION EXERCISED

Receives general supervision from the Office Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Illustrative only – Duties may include, but are not limited to, the following:

Personnel

- Assist with administration of employee insurance and other benefit programs; enroll and process new employees, explain benefits and follow up on enrollment and eligibility issues.
- Assist with maintenance of employee personnel, medical and Workers' Compensation files.
- Reports and files EDD periodic earning reports, employee quarterly wage, review employee W2 forms
- Assist Office Manager with existing policies, procedures and regulations concerning administrative matters
- Maintains Personnel records and file management

Payroll and Benefits Processing

- Performs basic payroll duties including; salaries, tax withholding, employer & employee taxes, supplemental wage bonus, manual payroll checks, Court Ordered postings, garnishments, vehicle mileage, automatic bank deposit accounts. Answer any questions employees may have regarding paychecks.
- Prepares and processes all CalPERS reports; CalPERS Pension, CalPERS 457 Supplemental Income Plan, CalPERS Long Term Care, CalPERS Health Premiums
- Prepares payments to benefit providers and maintains Payroll Liability Insurance; Hartford Life, CSAC Life, Accidental Death/Dismemberment, Long Term Disability, Preferred Benefit Insurance, Dental, Vision
- Processes approved timesheet logs, accrual administration, distribution and maintenance of bi-weekly employee vacation, sick leave, holidays, stand-by, on-call and overtime records
- Review, monitor and process Director meeting attendance and travel reimbursement requests

Accounting

- Process accounts payable: review invoices for approval and receipt of delivery; produce vendor payments and prepare annual 1099 statements for contractors.
- Process accounts receivable: provide invoice assistance as needed and enter Marin County Remittance advice deposits into Quickbooks.
- Produce accounting reports and reconciliation of all bank accounts when requested
- Issue annual vendor purchase orders, request bids for materials and supplies, request annual vendor bids for chemicals
- Maintenance of office equipment and tracking and procurement of all supplies

General Duties and Responsibilities

- Prepare and Distribute Board Agenda Packets to Directors and other interested parties, ensure appropriate legal notification of meeting time and content is publicized, Director's Meeting Attendance Forms.
- Follow up and document; Resolutions, Ordinances, signed meeting minutes, Notices filed to County Clerk
- Assist with scheduling of Special Board and Committee meetings as needed, and maintain meeting calendars
- May assist with and/or administer specials projects, including the preparation of Board Packet materials and attending Board meetings to take and transcribe minutes in the absence of the Office Manager; stays current on related issues.
- Assist with public contract advertisement, bidding and award process
- Oversight and follow up for projects service agreements and contracts
- Assist with project management to help facilitate communication and document transfers between Contractor and District.
- Assist with updating and management of projects and construction files, including agreements, records, public notices, permits and payments.
- Assist with District Asset management system and inventory control
- Oversight and maintenance of District long term document storage and document retention/destruction schedule.
- Implements the District's record retention policy
- Track and file City of Sausalito and Marin County Building permit documentation
- Develops and maintains computer and hard copy filing systems for such items as bid documents, contracts, agreements, ordinances, resolutions, permits, notices, certificates, policies and procedures.
- Performs word processing for staff correspondence, memos and reports; proofreads materials for completeness, accuracy, correct English usage, spelling and grammar.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management, staff and public.
- Assists with general office support work: Public interface, answer phone calls, route messages, sort and distribute incoming mail and deliveries, provides information regarding processes and procedures, which may require the interpretation of rules and regulations.
- Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

- Quickbooks Pro Accounting Software

- Microsoft Office Professional Suite, including Excel, Word, PowerPoint, and Access
- Standard office practices and procedures, including the use of standard office equipment
- Records management principles and practices
- Correct English usage, including spelling, grammar and punctuation
- Business arithmetic
- Basic bookkeeping and accounting practices
- Functions of a special district or public agency
- Occupational hazards and standard safety procedures
- Basic wastewater terminology and operations

Skill in:

- Performing complex and detailed office administrative support work.
- Composing clear and concise correspondence related to District business.
- Imputing and retrieving data from automated systems with sufficient speed and accuracy to perform the work.
- Maintaining accurate records and files.
- Preparing clear and accurate reports.

Ability to:

- Plan and organize own work; establish priorities and meet critical deadlines
- Communicate clearly and concisely, both orally and in writing, in English
- Follow written and oral directions
- Manage and maintain file records
- Read, Interpret and record data accurately
- Learn more complex principles, practices, techniques and regulations pertaining to assigned duties
- Understand the organization and operation of the District and related outside agencies necessary to carry out assigned responsibilities
- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of government officials and the general public.

OTHER QUALIFICATIONS

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

Experience

Five years experience in performing administrative or secretarial work. Experience in a public agency setting is desirable.

Education

An Associate Arts or Bachelors of Arts degree is required, with major coursework in business management, accounting, bookkeeping or a field related to the job requirements. Five years of work experience in a public agency is desirable. Additional experience as outlined above may be substituted for the education on a year for year basis.

LICENSES AND CERTIFICATES

Must possess a valid driver's Class C license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read a printed page and a computer screen; and hearing and speech to communicate in person and over the telephone.

WORKING CONDITIONS

Must be able to work occasional overtime to meet project deadlines and evenings to attend meetings.