SAUSALITO-MARIN CITY SANITARY DISTRICT

ADMINISTRATIVE ASSISTANT I

DEFINITION

Under general supervision, performs varied routine, administrative support tasks and duties, fiscal processing and report preparation and related office support work.

SUPERVISION EXERCISED

Receives general supervision from the General Manager and Office Manager. Incumbents in this class do not routinely exercise supervision.

IMPORTANT AND ESSENTIAL DUTIES (Illustrative only)

- Performing duties associated with accounts receivable and payable, including preparation and reconciliation of all bank accounts when requested.
- 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.
- May assist with and/or administer specials projects, including the preparation and distribution of Board Packet materials to Directors and other interested parties and attending Board meetings to take and transcribe minutes in the absence of the Office Manager; stays current on related issues.
- Assist with administration of employee insurance and workers' compensation programs; enroll and process new employees, explain benefits and follow up on enrollment and eligibility issues. Assist Office Manager with existing policies, procedures and regulations concerning administrative matters.
- Reviews monthly City and county building permit notices and collects appropriate connection fees.
- Performs word processing for staff correspondence, memos and reports; proofreads materials for completeness, accuracy and correct English usage, spelling and grammar. Responsible for accuracy and clarity of final copy.
- Greets and assists visitors to the District office; provides information regarding processes and procedures, which may require the interpretation of rules and regulations; Public interface, answers the telephone and assists callers, directs callers and takes messages.
- Maintains files in accordance with the District's record retention policy and procedures; acts as the official record-keeper of the District.
- 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.
- Collects, sorts, distributes and posts daily mail. Receive and sign for package deliveries.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management, staff and public.
- Coordinate office cleaning schedule

- Administers and maintains the District website when requested, including working with other employees to ensure website materials, reports, and announcements are up-to-date and accurate.

OTHER DUTIES

- Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

- QuickBooks Premier Accounting Software
- Microsoft Office Professional Suite, including Excel, Word, PowerPoint, Outlook 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.