



ADMINISTRATIVE ASSISTANT

DEFINITION AND PURPOSE: Under the general direction of the District Administrator, the Administrative Assistant performs a wide variety of responsible secretarial and administrative support for the District Administrator and any department managers. Individuals in this position must keep multiple tasks on schedule, use tact and judgment, and preserve confidentiality of sensitive information.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Perform as confidential Administrative Assistant, including keeping and maintaining confidential records and files
- Assist with the coordination and the preparation of Board of Directors and Committee Meetings and agendas, which include background materials and indexes; assembles, photocopies, has Directors' minutes bound and mailed and/or hand-delivered; faxes agendas to individuals and newspapers as required; Posts agendas in a timely fashion
- In the absence of an Executive Assistant or Clerk, may attend Board and Committee Meetings as the Clerk to the Board per California Public Resource Code 5784.7; takes minutes and types in draft form for review by District Administrator. Prepares minutes in final form
- May attend staff and other meetings; prepares minutes as assigned
- Prepare draft copy of letters and memoranda from oral and written instructions
- Perform a variety of office assignments including filing, typing, data entry, document preparation, updating records and creating spreadsheets using computer software (Word, Excel). Also operates a variety of office equipment
- Assist in updating District Manuals to include, but not limited to, Board Policy, Personnel Policy, Standard Operating Procedures manuals, Performance Evaluations and job descriptions
- Provide support in curriculum development, classroom management and general planning for Youth Services Department Programs
- Plan and assist in District Special Events
- Research and plan training events
- Provide coverage for lunches, breaks and vacation for department staff as needed
- Serve on Community committees and Organizations as beneficial to the District
- Provides excellent customer service to residents, visitors and users of District facilities
- Respond to Requests for District information
- Perform assigned basic fact-finding studies and analyses; conducts research and compiles data and information as needed, and proofreads the work of District staff
- Screens calls and visitors; opens and distributes mail

NON-ESSENTIAL JOB FUNCTIONS:

- Receives payments and issues receipts
- Conducts compensation surveys
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Strong organizational skills; ability to multi-task; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with word processing, spreadsheets and finance based programs, preferably on PC based systems; typing at minimum 45 W.P.M.; analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.



EDUCATIONAL REQUIREMENTS AND QUALIFYING EXPERIENCES

Two years of college or equivalent with a concentration in management, public administration, or closely related field, and a minimum of two years responsible experience performing the functions of office support operations, or any combination of education and experience to meet qualification. Experience in child care or classroom experience preferred.

LICENSES AND CERTIFICATES

Position requires fingerprint and background check per Section 5164 of the Public Resource Code and per California Child Care Licensing requirements. Conviction of certain criminal offenses may prohibit employment.

Physician Health Screening, TB Clearance and Immunization records may be required, depending on departmental needs.

WORK ENVIRONMENT

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when reviewing documents and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 25 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled office environment and occasionally in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen. The noise level of the indoor setting is usually quiet. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment, children and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required.

COMPENSATION: Regularly scheduled part-time non-union confidential position.

Wage rate range

\$20.37 - \$27.64

Auburn Area Recreation and Park District is an Equal Opportunity Employer.