



Hidden Valley Lake Community Services District

Administrative Support Assistant

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

This is a specialized classification that provides administrative secretarial, and office support for management staff. Incumbents will acquire a wide variety of complex administrative, accounting, and/or secretarial skills under direct supervision to assume the role of the administrative staff in their absence.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the General Manager and/or management staff, depending on area of assignment. Exercises no direct supervision over staff.

ESSENTIAL FUNCTIONS:

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

Administrative Duties

Under general supervision performs administrative duties and provides support to administrative staff, as necessary.

- Prepare and post agendas for District Board meetings and committee meetings; assemble all materials for meeting packets, prepare minutes and committee reports for meetings.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District staff and Board, and the general public.
- Answer phones, prepare routine forms, reports, and other related documents.
- Performs a wide variety of specialized administrative office and executive support assignments.

Accounting Duties

Under general supervision, performs a variety of accounting and fiscal support duties, assignments may become more varied, complex, and difficult as experience is gained.

- May provide customer support.
- Reviews, verifies, and processes employee time reports and payroll.

Project Driven Duties

Under general supervision, performs a variety of data research, gather supporting documentation related to projects.

- Research, compile, track and analyze data for special projects and various reports as needed and/or requested.
- May provide support and/or work on special projects, reports, studies, or publications, as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

- Customer service principles and techniques.
- Basic arithmetic concepts.
- Phone etiquette.
- Proper English spelling, grammar, and punctuation.
- Applicable business equipment, and software applications including Microsoft 365 i.e., Publisher, Excel, Word, and Teams
- Filing and recordkeeping principles and methods.

Education and/or Experience:

Any combination of education and experience that would provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be an associate degree in business Administration, Public Administration, or a closely related field, and secretarial and office administration experience. Additional experience may be substituted for the educational requirement.

Licenses/Certificates:

- Incumbent must possess a valid California driver's license and satisfactory driving record.

KNOWLEDGE/SKILLS/ABILITIES:

The following is a representative sample of the preferred KSA's to perform essential duties of the position.

Preferred Knowledge of:

- Modern office practices, and procedures.
- Business correspondence, filing systems, and standard office operations and record keeping methods.
- Computer operation and related software applications including word processing, spreadsheet, and presentation software.
- Research methods and techniques.
- Safe work methods and safety regulations.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Attend District board meetings and committee meetings as needed.
- Utilize a computer, relevant software applications, and/or other equipment as assigned.
- Keyboard at a minimum speed of 45 words per minute.
- Effectively represent the District, including its programs and policies with the public.
- Exercise tact, diplomacy, and discretion in dealing with highly sensitive and confidential information.
- Exercise independent judgment and initiative within established guidelines.

- Establish and maintain effective working relationships with all levels of District staff, management, board members, other elected and appointed governmental officials, media representatives, business and community leaders, the public, and others encountered in the course of work.
- Understand and follow oral and written directions.
- Work effectively with a small group or individually.
- Work well under pressure, multitask, organizational skills, and meeting critical deadlines.
- Skillfully and safely operate a motor vehicle when required while performing work duties.

Other Duties:

Perform other related duties as required.