**May 2021**
**FLSA: Non-Exempt**

# ADMINISTRATIVE ASSISTANT

## DEFINITION

Under general supervision, performs a variety of specialized clerical and administrative duties in support of the Board of Trustees, the Library Director, and District staff; participates in the preparation of Board of Trustee agendas, minutes, actions, and resolutions; maintains official documents and records; composes, types, formats, and proofreads a variety of documents and correspondence; provides varied technical, complex, specialized, and confidential office administrative support to the Library Director; and performs related work as required.

## SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Library Director. Exercises no direct supervision of staff.

## CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing clerical and administrative duties in support of the Library District and staff. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

## EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.*

- Performs a variety of specialized clerical and administrative duties in support of the Board of Trustees (Board), the Library Director, and District staff.
- Prepares, distributes, posts, and/or uploads agendas, packets, policies, and other official documents for the Board; prepares for and attends Board meetings; takes, transcribes, and edits meeting minutes and meeting recordings; prepares resolutions adopted by the Board.
- Maintains and distributes official records as required by law.
- Participates in the recruitment, testing, and selection of employees, including receiving and filing of applications, assisting in coordinating recruitment processes, and scheduling and coordinating written and performance examinations and interviews; prepares, receives, and reviews new hire onboarding documentation; maintains complete and legally compliant personnel records and files.
- Prepares, calculates, and maintains records in support of payroll functions, including calculation of leave accruals and balances, merit increases, and retirement deductions; verifies employee time reporting and enters hours into payroll worksheet for payroll processing; prepares reports for CalPERS retirement reporting.
- Monitors and tracks annual employee performance evaluation schedules and merit increases; ensures supervisors complete required authorization for merit increases and prepares for Board approval.
- Assists the Library Director with research, correspondence, and filing related to the filling of Board vacancies.

- Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, statistical and analytical reports, organization charts, program plans, and correspondence from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material using a computer; inputs and retrieves data and text using a computer terminal; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District policies and procedures in determining completeness of applications, records, and files.
- Communicates with officials, District staff, and other agencies to obtain and relay information and to coordinate activities.
- Receives and responds to inquiries, in oral or written form, from the public or other agencies concerning District operations.
- Performs other clerical/administrative work as required, which may include but is not limited to copying documents, filing/retrieving files, reviewing and processing mail, faxing information, answering the telephone, scheduling appointments and meetings, maintaining calendars, maintaining inventory of supplies and materials, and balancing the cash register.
- Organizes, coordinates, and attends various meetings and training as required or appropriate.
- Completes special projects as assigned.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## QUALIFICATIONS

**Knowledge of:**

- Business administrative policies and procedures.
- Organization and function of public agencies, including the role of an elected body.
- District-wide policies, procedures, and processes.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility including, but not limited to, election laws, the Brown Act, Conflict of Interest Code, and the Public Records Act.
- Business letter writing and the standard format for reports and correspondence.
- Principles, practices, and procedures related to public agency record keeping and record retention.
- Methods of preparing and processing various records, reports, forms, and other documents particular to library operations.
- Business arithmetic and basic statistical techniques.
- Basic payroll processes and techniques.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Provide varied and responsible office administrative support work.

- Maintain confidentiality and assure discreet handling in all aspects of patron, staff, and District information.
- Interpret, apply, and explain administrative and District policies and procedures.
- Enter and retrieve data from a computer system and prepare written materials with enough speed and accuracy to perform the work.
- Oversee and coordinate maintenance of the District's official records.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Review payroll and human resources documents for completeness and accuracy.
- Maintain confidentiality of information received.
- Make accurate arithmetic computations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**
*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:
- Equivalent to completion of the twelfth ($12^{th}$) grade.

Experience:
- Three (3) years of responsible administrative support experience including experience working with an elected or appointed governmental body.

**Licenses and Certifications:**

- None.

## PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights with the use of proper equipment and/or assistance from other staff.

## ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## SPECIAL CONDITIONS

*Public Employees Disaster Service Worker. In accordance with Government Code Section 3100, California public employees may be called upon to perform assigned disaster service worker duties in the event of an emergency or a disaster.*