



**Title: Senior Administrative Assistant**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:**

This classification reports directly to an Executive Management Team member for the purpose of providing a variety of complex administrative support tasks to division specific functions. This is accomplished by researching and reviewing policies, coordinating and gathering information and drafting responses; typing, printing and distributing division correspondence, tracking and recording information and preparing various reports; answering and screening calls; preparing meeting and agenda materials; maintaining office supplies and inventories; administering procurement activities; making travel arrangements; creating and proofing documents; routing mail and maintaining payroll and employee records. Other duties may include scheduling and coordinating meetings and events; completing records retention activities, and participating in the budget process.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
---	---	--	---	---

#	Code	Essential Functions	% of Time
1	S	Provides complex administrative support to the assigned division by reviewing information, including summarization, analysis, interpretation and re-presentation; preparing letters, memos and reports on various subjects; reviewing outgoing documents for accuracy and completeness; preparing, editing and reviewing data for documents, proposals, bids and purchase orders; processing documents and ordering and maintaining office supplies.	30%
2	S	Provides receptionist support to the assigned division by receiving and screening telephone inquiries and visitors, responding to questions and providing information; receiving complaints and routing them to the appropriate person, and taking and delivering messages.	20%
3	S	Inputs budget information for the division; reviews the division financial statements and notifies the supervisor of potential operating budget overruns; prepares and submits operating budget funds transfer requests; receives and processes invoices; and researches and resolves billing errors; Coordinates the department budget by providing the recommendations for budget projections, entering budget projections in the District budget program, reviewing the monthly department/division budget an expenditures	20%



		and reporting information. Preparing budget adjustments (transfers) as necessary, and creating check requests, requisitions and purchase orders for vendor payments. Position has administrative budget responsibility which will include analysis of activity, research associated with line item reconciliation, as well as the responsibility for insuring that all expenses are supportable and allowable. Overall budget accountability is maintained at the Department/Division level, or as appropriate.	
4	S	Coordinates the preparation and submission of regularly scheduled information such as payroll, budgets, requisitions, purchase orders, and grant applications; prepares recommendations for policy and procedure changes; assists or coordinates special projects; coordinates, prioritizes and assigns duties and tasks to staff; monitors work assignments; provides administrative procedures; recommends training and development of staff and prepares performance evaluations.	15%
5	S	Organizes and schedules meetings by completing agenda packets, posting notices and advertisements, recording official minutes, and preparing meeting rooms; makes travel arrangements and prepares registration materials for conferences.	15%

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six (6) months/one (1) year of advanced study or training past the high school equivalency in administrative support and/or office management. Accredited community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of three (3) years of higher level office or administrative support experience providing support to upper management level positions.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.



Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has no budget responsibility. Please refer to Essential Functions section of job description for fiscal responsibilities. Overall budget accountability is maintained at the Department/Division level, or as appropriate.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Typing Certificate verifying minimum typing speed of 60 net words per minute.

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Record keeping and filing methods.</li> <li>• Methods and techniques of filing, tracking, recording, and presenting information.</li> <li>• Practical application of computers and peripheral equipment.</li> <li>• English grammar, punctuation, spelling, and usage.</li> <li>• Standard office machine usage.</li> <li>• General methods of tactful public communication.</li> <li>• Financial reconciliation of budget expenditures and credit card purchases.</li> </ul>

<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Advanced word processing, spreadsheet, presentation and database software.</li> <li>• Specialized software related to functional area.</li> </ul>



## ABILITIES

- Prioritize and deal with conflicting workload requirements.
- Handle customers with courtesy, diplomacy, and tact.
- Read and interpret District policies and procedures.
- Prepare and review letters, memos, and general correspondences.
- Present information and respond to questions from the general public.
- Deal with difficult people and situations.
- Learn District and departmental operating policies, procedures, systems and methods.
- Organize information clearly and precisely.
- Apply customer service skills, representing the District in a positive way while working with the public.
- Accurately take notes and minutes for written meeting summaries.
- Use multi-line phone system and telephone etiquette.
- Extract statistics and written information from reports and transfer to other documents.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	Very Heavy
<b>X</b>				
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C	F	O	R	N
<b>Continuously</b> 2/3 or more of the time.	<b>Frequently</b> From 1/3 to 2/3 of the time.	<b>Occasionally</b> Up to 1/3 of the time.	<b>Rarely</b> Less than 1 hour per week.	<b>Never</b> Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Communicating with co-workers
Sitting	C	Computer keyboard; telephone keypad; calculator; calibrating equipment
Walking	F	To other departments/offices; around work site
Lifting	O	Supplies; equipment; files
Carrying	F	Supplies; files
Pushing/Pulling	C	Desk work
Reaching	C	For supplies; for files
Handling	C	Paperwork
Fine Dexterity	C	Paperwork
Kneeling	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; retrieving items from lower shelves; ground
Crawling	N	
Bending	F	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	C	From computer to telephone
Climbing	F	Stairs
Balancing	N	
Vision	C	Reading; computer screen; observing work site
Hearing	C	Communications via telephone/radio to coworkers/public
Talking	C	Communications via telephone/radio to coworkers/public
Foot Controls	R	Driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Copier, fax machine, binding machine, folding machine, projectors, microfilm reader, calculator, computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
-------------------	------------------------------------	-------------------------------------	------------------------	-------------------

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.