

**POLICY TITLE:**  
**(Revised 4/10/19)**

**Job Description - Administrative Assistant**

**General Job Description** Under supervision of the General Manager:

Serves as Assistant to the General Manager and supports the Board of Directors.

Attend to administrative detail on special matters assigned by the General Manager; compose correspondence on own initiative on matters not requiring personal attention of the General Manager; write reports and letters; and, may act as office manager in the absence of the General Manager (GM).

Duties include but are not limited to:

1. Assist in developing meeting agendas
2. Taking and distributing meeting minutes
3. Compiling and routing ECC paperwork
4. Assist with CCR letters and reports
5. Grants- Assist in writing and reports and other paperwork
6. Schedule Community Center & Hoy Park reservations
7. Assist with bids
8. Assist with development of newsletter
9. Maintain office files
10. Assist with billing
11. Maintain maintenance records
12. Bank deposits
13. Receive and respond to LSPOA phone calls
14. Attend to the needs and concerns of members
15. Update website information
16. Process mail
17. Assist LSCSD staff as directed by general manager
18. Interact with members as needed for reports, applications, etc.

Perform other duties as assigned.

Attempt, always, to build a consensus among District and POA personnel, through an exchange of ideas and facts, to facilitate the successful implementation of operational changes and policy administration.

Effectively work as a member of a problem-solving team to resolve, within set time schedules, a variety of administration tasks in support of the General Manager.

**Prerequisite Qualifications.** He/she must possess four (4) years of increasingly responsible clerical and secretarial experience, and in keeping or reviewing accounting or fiscal records. He/she should have knowledge of modern office methods, practices and equipment; techniques of business letter and report writing (typing at sixty (60) words per minute), and a knowledge of the use of Microsoft Office software including Access. He/she shall possess a valid California driver's license. Have strong computer skills. Ability to work well with the members.

**Salary Range:** Salary Range Scale available at the accounting office.

**Essential Job Physical Demands:** Sitting; standing; stooping; bending; squatting; walking; driving vehicle; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls. Operation of telephone, two-way radio, computer, copier, facsimile machine, printers, and other related business machines, and access file storage facilities.

**Marginal Job Physical Demands:** Occasional lifting and carrying up to 25 lbs.; pushing; and pulling.

**Environmental Demands:**

Outside: Travel to do out-of-office business in a variety of weather conditions including, rain, snow and heat to +100 DEF.

Inside: Usually works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to various colognes/perfumes, infrequent exposure to fumes/dust from printing cartridges.

Noise/Vibration: Business/office machines.

**Mental Requirements:**

Reading: Ability to read and comprehend complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

Writing: Ability to write reports, memos, messages, and fill out information forms. Ability to use or quickly learn the latest versions of Microsoft Office software including Access.

Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn Excel spreadsheet software.

Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports and spreadsheets.

Repetition: No repetitive functions.

Judgment: Ability to work independently, prioritize, and make appropriate decisions regarding formatting and implementation of work. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of audit instructions in mathematical or verbal form, and deal with several abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively and constructively with members of the public, Directors, LSPOA and LSCSD personnel on a regular and face-to-face basis.

Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.