

CONEJO RECREATION & PARK DISTRICT

Job Title: Administrative Assistant

Division: All Divisions

Summary:

Under general supervision, performs a variety of complex and responsible administrative duties for management positions, in accordance with District policies and procedures.

Essential Duties and Responsibilities:

- Participates and assists in the preparation of comprehensive reports, compiles division budget submissions and relieves supervisor of routine personnel, budget, payroll and purchasing duties.
- Reviews, logs, determines priority of, and routes correspondence.
- Independently responds to letters and general correspondence of a routine nature.
- Reviews material upon completion for conformance to District requirements.
- Researches, compiles, and analyzes data for special projects.
- Supervises, initiates and maintains a variety of files and records.
- Reviews and proofs division brochures and technical manuals.
- Makes appointments and arranges conferences and meetings.
- Takes, edits, types, and distributes minutes.
- Independently responds to and addresses complaints and requests for information.
- Review office supply needs, monitors requisition and supply logs, and recommends purchases.

Other Duties and Responsibilities:

- Conducts special studies relating to the development and implementation of clerical work methods and procedures.
- Provides administrative assistance to District Boards and Commissions and serves as secretary to a Board or Commissions, preparing the agenda and taking minutes of meetings.
- May be required to deliver documents or materials to various sites.
- May be required to periodically fill in as Receptionist.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

One year certificate from a college or technical school, supplemented with specialized secretarial courses; three (3) years of increasingly responsible administrative assistant experience; or an equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret documents such as District policies, procedures, government regulations, leases, contracts. Ability to use correct English grammar, spelling, and punctuation. Ability to write routine reports and business correspondence. Ability to respond to inquiries and complaints, orally and in writing.

Math Ability:

Ability to add, subtract, multiply and divide in all units of measure. Ability to compute rates, ratios, and percent.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, or oral form. Ability to deal with problems involving several concrete variables in standardized situation.

Certificates and Licenses:

Ability to obtain Notary Public Certification within 6 months; California Driver's License

Other Required Skills:

Ability to type accurately at 50 wpm; use word processing, spreadsheet, database, presentation, and graphic art/photo editing software, and access the Internet. Ability to handle a variety of tasks concurrently.

Supervisory Responsibilities:

May be required to supervise, train and monitor Office Clerk or temporary employee.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is not generally exposed to hazardous conditions. The noise level in the environment is moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *

While performing the duties of this job the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee is regularly required to lift up to 10 pounds. The vision requirements include close vision.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.