



Monterey Regional Waste Management District

Job Description

Position:	Administrative Support Specialist II	Bargaining Unit:	Support Unit
Exempt Status:	Non-Exempt / FT Regular	Reports to:	Director of Finance & Administration
Department:	Administration		

DEFINITION

Under general supervision, provides confidential administrative support and assistance to the General Manager and Administration Department.

ESSENTIAL FUNCTIONS

- Provides administrative support for the General Manager and Administration Department. Performs a variety of office, administrative and general support assignments;
- Researches information and prepares letters and reports, types and proofreads documents and materials;
- Serves as office receptionist, greets visitors, providing information and direction;
- Answers telephone and routes calls, provides customers and the public with information about District services;
- Operates a variety of office equipment including computers and copiers;
- Processes outgoing mail, sorts and distributes incoming mail and packages, retrieves mail from post office as needed;
- Maintains a variety of office files and records, updates and maintains computerized records and generates reports;
- Serves as back-up to the Executive Assistant/Clerk of the Board in her absence;
- Ability to sit for prolonged periods of time (2+ hours)
- Ability to stand for prolonged period of time (2+ hours)
- Possession of a current California Driver's License issued by the State Department of Motor Vehicles, including on-going insurability to drive District vehicles.

EXAMPLES OF DUTIES

- Performs a variety of responsible, confidential and complex administrative and secretarial duties in support of the General Manager and management staff;
- Maintains appointment schedules and calendars of activities, meetings and events;
- Coordinates travel arrangements for management staff as necessary;
- Types and proofreads a wide variety of reports and correspondence;
- Oversees the repair and maintenance of the District office equipment;
- May attend management, administrative, and project meetings and take minutes as requested;
- Researches, compiles, and analyzes data on a variety of topics,
- Responsible for ordering and stocking office supplies, equipment, and furnishings;
- Screens, routes, and processes calls, information requests, and correspondence for District staff;
- Coordinates IT, phone system, office equipment and janitorial service requests;
- Responsible for District's document retention and destruction program and for coordinating the archiving of records district wide;

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- Receives and routes inquiries from District website.
- Research and support for grant writers as needed;
- Serves as back-up to the Executive Assistant/Clerk of the Board in her absence;
- Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern office methods, practices, and procedures.
- Policies and procedures of the District.
- Effective public relations techniques.
- Maintenance of files and information retrieval systems.
- Correct English usage, spelling, grammar, and punctuation.
- Mathematics.
- Microsoft Office Suite (intermediate to advance level)
- Modern office methods, procedures, and equipment.

Ability to:

- Effectively manage a multi-line phone system.
- Perform a variety of specialized office assistance assignments with minimal guidance and supervision.
- Assist other staff in performing general office duties.
- Assist with the preparation of various reports.
- Gather and organize data and information.
- Follow oral and written directions.
- Operate computers and appropriate software, including Microsoft Office Suite, in the performance of assigned work.
- Establish and maintain cooperative working relationships.
- Apply sound judgement in a variety of circumstances with or without specific instructions.
- Adhere to an assigned work schedule and meet District attendance standards.
- Develop, implement, and evaluate office procedures.
- Gather, organize, evaluate, and analyze a variety of information.
- Operate computers and appropriate software, including Microsoft Office, in the performance of assigned work.
- Communicate clearly and concisely, both orally and in writing.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of administrative, secretarial or general office support work experience. Experience with modern office procedures, office equipment and computer software, such as Microsoft Office Suite and customer service experience. Ability to communicate, both orally and in writing in Spanish is also desirable. High School Diploma required.

SPECIAL REQUIREMENTS:

Possession of a current California Driver's License issued by the State Department of Motor Vehicles, including on-going insurability to drive District vehicles, are conditions of employment.

PHYSICAL AND SENSORY REQUIREMENTS - The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands - While performing the duties of this class, employees are regularly required to sit for up to 2+ hours at a time at a computer and/or meeting; type, keyboard or write for up to 2+ hours at a time, talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands - While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.

Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print