YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

ADMINISTRATIVE ASSISTANT

Department: Administration **Reports To:** Administrative Services Manager **FLSA Status:** Non-Exempt

Employment Group: Employee Association – Represented / Regular Full-Time **Approved/Revised:** 12/2023

DEFINITION

Under general supervision, performs a variety of complex clerical and technical support for the District, including receptionist duties, customer service, using software application programs, scanning, data entry, filing, and typing; and performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

The **Administrative Assistant** receives general supervision from the assigned lead person, supervisor, or manager and exercises no supervisory authority over staff.

CLASS CHARACTERISTICS

This is an experienced, working-level position that provides complex, responsible administrative support to various district programs and/or divisions. Incumbents may support a program or may complete basic administrative projects. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the assigned program (s) and/or divisions. Incumbents also perform a wide variety of difficult and complex clerical and technical tasks that require the use of software applications and general accounting software.

EXAMPLES ESSENTIAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)

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

- Receptionist duties: receive and greet customers, both in person and over the phone; evaluate described problems and respond to inquiries regarding District service or official documents and notices; refer callers to appropriate individuals; provide the public and employees with general procedural and/or complex information regarding District programs and/or services; distribute and explain forms or requests
- Establish and maintain a central filing system; sort and file information based on content or another classification method; purge files, conduct file searches to locate misplaced documents and/or files; compile data and/or research information
- Receive Public Records Act requests; route to appropriate division and track requests; assist in record search and provide information to the public
- Scan documents per established procedures; verify the accuracy of scanned documents and ensure data is properly indexed
- Write procedures to clarify and describe program procedures
- Prepares letters, forms, and reports using word processing and other computer applications; proofreads documents for form completeness and correct spelling, grammar, and punctuation; prepares documents based on data obtained from records and other sources, and processes in accordance with prescribed procedures
- Assisted in preparing agendas; transcribed meeting minutes; processed minute orders and resolutions; scheduled meetings and appointments; and assisted in administrative detail as required.
- Assist in contract processing and tracking
- Open and distribute mail; process outgoing mail
- Provide accounting support, including accounts receivable and accounts payable, which includes invoicing; assigning account codes to receivables; preparing claims and journal entries; preparing and balancing deposits; assisting in the reconciliation of general ledgers and bank statements
- May provide support of personnel and benefits functions, including payroll processing; assist in the preparation

of personnel and benefits forms, which are confidential in nature
- Perform other duties such as monitoring and ordering office supplies; scheduling maintenance of vehicles and office equipment; assisting in the coordination of building maintenance; making travel arrangements for District business; and assisting in the agricultural burn program
- Perform related duties and responsibilities as required and/or assigned
- Establish positive working relationships with representatives of outside organizations, state/local agencies and associations, vendors, District management and staff, and the public
- Provide support for grant implementation and track related time
- Perform other duties as assigned

QUALIFICATION GUIDELINES

Education and/or Experience

- High school diploma or General Educational Development (GED), supplemented by two (2) years of full-time work experience that demonstrates possession of and competency in the requisite knowledge and abilities.
- Certification in a clerical and/or accounting school program may substitute for one year of full-time experience.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Assigned division functions, programs, policies, and procedures
- Administrative support functions, including typing, preparing reports, maintaining files, and maintaining databases
- Basic principles of mathematics
- Methods and techniques of scheduling work assignments
- Methods and techniques for record-keeping, report preparation, and writing
- Occupational hazards and standard safety practices
- Practices and methods of office procedures and processes, including the use of standard office equipment such as a computer and applicable software
- Principles and practices of data collection and report preparation
- English usage, spelling, vocabulary, grammar, and punctuation
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff

Ability to:

- Perform responsible and confidential administrative support work involving the use of independent judgment and personal initiative
- Understand the organization and operation of the assigned division, other District divisions, and external agencies
- Learn the policies, procedures, and guidelines of the area to which assigned in a timely manner
- Interpret and apply division rules and policies
- Independently prepare correspondence
- Meet deadlines
- Respond to requests and inquiries from the general public
- Operate and use modern office equipment, including a computer
- Perform mathematical calculations quickly and accurately
- Understand, explain, and apply applicable laws, codes, and regulations
- Read, interpret, and record data accurately
- Organize, prioritize, and follow up on work assignments
- Work independently and as part of a team
- Make sound decisions within established guidelines
- Analyze a complex issue and develop and implement an appropriate response
- Follow written and oral directions
- Observe safety principles and work in a safe manner

- Compile and review information
- Prepare records and reports
- Use initiative and exercise independent judgment
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work
- Use English effectively to communicate in person, over the telephone, and in writing
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work

PHYSICAL ABILITIES

Must be able to perform the essential functions of the job. Daily activities involve prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping. The position also requires hand-eye coordination and fine motor skills to prepare reports and data using a computer keyboard, mouse, and other office equipment. Strong listening skills are necessary, and the position requires occasional lifting, dragging, or pushing of files, computer reports, or other materials up to 25 pounds. Travel by vehicle is also necessary.

At times, the public may disagree with regulatory agency requirements and be difficult to work with. This position must handle such situations with diplomacy and tact.

WORKING CONDITIONS - ENVIRONMENTAL ELEMENTS

Incumbents work in an office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Traveling to outside locations exposes them to limited weather conditions.

SPECIAL REQUIREMENTS

This position requires possession of, or the ability to obtain and maintain, a valid California Class C driver's license.