

CARMICHAEL WATER DISTRICT Classification Specification

Job Class: Administrative Specialist Series (AA1 – AA2)
FLSA Status: Exempt
Supervisor: General Manager
Effective Date: May 2021

Description

Under occasional general supervision of the General Manager, the Administrative Specialist I/II performs difficult and responsible administrative work in support of the General Manager, Engineering Manager, and the Finance Manager; organizes and coordinates the human resources and payroll operations; assists with administrative functions for specific programs/projects; prepares technical and administrative reports; performs a variety of high-level, complex and sensitive, confidential administrative support duties of the District, and performs other duties as assigned.

Distinguishing Characteristics

Administrative Specialist 1 (AA1): The Administrative Specialist I classification is a **confidential exempt position** which is characterized by its performance of a variety of routine and difficult assignments. With experience and on-the-job training, the work becomes progressively more diversified and complex with increasing independent judgment. It is distinguished from the Administrative Specialist II in that the latter performs complex administrative projects and assignments requiring more independent judgment under general supervision. This job classification is designated "Confidential" as the position may have access to information related to personnel and the administration of employee-employer relations.

Administrative Specialist 2 (AA2): The Administrative Specialist II classification is a **confidential exempt position** which performs specialized and complex administrative work within the framework of District policy and exercises independent judgment under general supervision. It is distinguished from the Administrative Specialist I classification in that the latter is characterized by its performance of a variety of routine to difficult assignments initially under close supervision with the work becoming progressively more diversified and complex with increasing independent judgment as experience is gained. This job classification is designated "Confidential" and as the position will have access to information related to personnel and the administration of employee-employer relations.

Supervision Received

Supervision is provided by the General Manager and direction may be provided by the Engineering Manager and/or the Finance Manager.

Supervision Exercised

Administrative Specialist 1 (AA1): May exercise technical and functional direction over less knowledgeable or experienced District staff, temporary employees and volunteers.

Administrative Specialist 2 (AA2): Exercises technical and functional direction over less knowledgeable or experienced District staff, temporary employees and volunteers.

Essential Duties and Responsibilities

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time. This position is required to be accessible to handle emergencies including: evenings, weekends and holidays by assisting with necessary resources.

Board Support

Provides administrative support to Board and Management Staff; attends all regular and special Board meetings including during non-business hours, attends all Board Ad Hoc and committee meetings as assigned; assembles and prepares agendas and packets for Board meetings (e.g.: regular, special and committee meetings); maintains various tickler files and schedules to assist management staff with upcoming agenda and Board related deadlines; takes meeting minutes and prepares official record of Board meetings; schedules, coordinates and organizes facility usage (e.g.: board room, etc.); sets up and maintain meeting rooms and equipment, coordinates Board and Management conference/training registration; processes and maintains Board information (e.g. timesheets, files, and records, etc.); compiles Board expense reports for payment authorization; and coordinates and oversees the District's Fair Political Practices Commission Form 700 filing.

Human Resources Support Functions

Performs confidential duties related to Human Resources administration including benefits processing, assist payroll function, data collection, vacancy brochures, advertisement, new hire and resignation/termination employment coordination; review and assist in preparation of concise written documentation for personnel actions; review applications for employment; facilitate interviews of prospective employees; support and document District training; monitor local, state and federal regulations, legislation and laws and attend training as assigned to support District compliance, and develop/present recommendations regarding areas of potential noncompliance.

Program Support Functions

Provides specialized programmatic support for the District; assists with program coordination, such as the City's insurance and safety programs, staff training programs, and other programs; verifies documentation requirements for agreements and service contracts, permits, and vendors; develops, coordinates, and monitors special projects and/or contracts; conducts community outreach efforts; assists with a variety of administrative issues and prepares or recommends process, policy, and procedural modifications; and calculates statistical information and prepares reports in compliance with state and federal laws and regulations.

Administrative Support Functions

Develops and maintains accurate, up-to-date files, statistical data, and records; and other related support functions; prepares necessary reports, RFPs, bids, and specifications for new equipment, contracts, services, and assigned projects; monitors and coordinates the updating of policies, such as the City's Administrative Regulations and other documents; drafts and prepares official District documents, such as resolutions, special awards, and other documents; may provide assistance to managers and to members of the Board, such as calendaring, travel arrangements, scheduling meetings, screening visitors/phone calls, and responding to mail, voicemail, and e-mail; creates and maintains status documents related to assigned projects; monitors projects, consultant services agreements, and special assignments; assists with monitoring of monthly expenditures; coordinates the flow of paperwork; processes and distributes mail; schedules meetings and appointments; prepares reports, letters, and other correspondence; prepares requisitions and warrants for payments; serves as the department representative for Agenda Manager and drafts related documents; proofreads and corrects documents; compiles statistical data to create reports and tracks information; analyzes complex and technical procedural questions by researching, interpreting and explaining policies, procedures and regulations; assists in preliminary data gathering, preparation of budget, and performance measures; may interface with the Engineering Department, Finance Department, Distribution Department, and Production Department on budgetary or payroll related matters; assists with special events; coordinates time keeping functions for the assigned department; reconciles purchase card statements; may maintain and update content on District web pages and social media posts; interprets and explains City policies and procedures; designs and modifies work methods, procedures, and forms; composes correspondence and responds to public requests; evaluates and coordinates response to Public Records Act requests, reviews work for thoroughness and accuracy; operates modern office equipment; and utilizes computer software programs, including Microsoft Office spreadsheet, database, word processing, presentation software, Adobe Acrobat, WordPress and other job specific systems.

Policy and Compliance

Comply with all District policies, procedures, rules and regulations including all safety standards, programs and procedures (e.g. Policy Manual, Rules and Regulations Manual, Emergency Response Plan, IIPP, etc.); maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities;

Qualifications

Demonstrated knowledge of:

General functions and objectives of municipal government and administration; report writing techniques; principles and practices of project coordination; modern office procedures and methods; proper English usage, spelling, grammar, punctuation, and business format; basic principles and practices of accounting and budget monitoring; effective communication techniques; and computer operating systems and software applications.

Demonstrated skills and ability to:

Attain knowledge of the principles, methods, techniques, objectives and practices of human resources and payroll programs (i.e.: public employment administration, health and welfare benefit administration, etc.); organize and coordinate the District's human resources and payroll programs and functions; monitor programs and complete assignments on schedule and at times, under time sensitive deadlines; prepare summaries and reports; perceive needed changes and initiate suggestions for improvement; use independent judgment and exercise resourcefulness in addressing problems; develop solutions using initiative, tact, and good judgment; remain flexible and adapt to changing conditions; work under the pressure of deadlines; read, comprehend, interpret, and explain policies,

procedures, laws, ordinances, and regulations; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively both verbally and in writing; work as a member of a team to accomplish goals; lead and train volunteer and/or temporary staff; operate a computer utilizing spreadsheet, database, word processing, and presentation software; respond to internal and external customers in a professional, creative, and cooperative manner; exemplify an enthusiastic, resourceful, and effective customer service attitude; and maintain confidentiality. Learn the operation, policy, and procedures of the District; and effectively apply the required knowledge and skills in the daily performance of assigned duties.

Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

- Travel occasionally by airplane conducting District business.
- Travel occasionally by vehicle for District related duties and activities.
- Communicate orally and in writing with District management, co-workers, and the public in one-to-one and group settings.
- Vision and hearing within normal ranges with or without correction.
- Operate a variety of automated office machines (i.e.: personal computer, copier, fax, etc.).
- Regularly use electronic devices and telephone.
- Regularly work in an office environment:
 - Work at a desk/table for an extended period of time; sit and stand for an extended period of time.
 - Ability to bend (neck and waist), squat, climb, crouch, stoop, kneel, twist, grasp, fine manipulation, push, pull, reach (above and below shoulder level), balance, stand, walk.
 - Ability to reach, lift, carry and move objects up to 25 pounds (e.g. storage boxes, large binders, books, outreach materials and supplies, tables, chairs, popup shade structures, etc.).
 - Repetitive use of hands.
- Occasionally work in a field environment doing the following physical activities:
 - Sit, fine manipulation, and ride in a vehicle.
 - Walk, stand, squat, climb, bend, stoop, twist, repetitive use of hands, grasp, push, pull, reach above and below shoulder level, lift and carry up to 60 lbs., operate equipment and hand tools, and operate vehicle.
 - Stand and walk for extended time periods and on uneven terrain.

Environmental and Working Conditions

The environmental and working conditions herein are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Regularly work in ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.
- Work outside of business hours (i.e. nights, weekends, holidays, etc.) as required to meet the needs of the District.
- The performance of this position may occasionally require exposure to job site, distribution and production areas where:
 - Certain areas may require the use of personal protective equipment such as hard hats, safety glasses and hearing protection.
 - May be both indoors and outdoors in all weather conditions with exposure to dust, dirt, water and significant temperature changes between cold and heat; on various types of terrain and footing which may be slippery or uneven; around moving objects or vehicles; in small/tight spaces.
 - May be around machinery with moving parts or stationary equipment; near hazardous chemicals; exposed to fumes/smoke/gases.

Education, Experience and Training

Required:

- A bachelor's degree from an accredited college or university with major course work in Human Resources, Business Administration, Public Administration, Finance, Accounting or a closely-related field. An associate's degree with a minimum of five (5) years of professional experience equivalent to the essential duties and responsibilities may be considered in lieu of the Bachelor's degree education requirement.

Administrative Specialist 1 (AA1): No experience through five (5) full-time years of increasingly responsible professional experience performing administrative and related work similar to the Essential Duties and Responsibilities listed in the job description preferably in a public agency.

Administrative Specialist 2 (AA1): Minimum of five (5) full-time years of broad and extensive professional experience performing high-level administrative and related work similar to the Essential Duties and Responsibilities listed in the job description preferably in a public agency, and/or a Master's degree as described below.

Desirable:

Any equivalent combination of education and experience which provides the knowledge and abilities necessary to perform the work – for example:

- Master's Degree (MBA/MPA) from an accredited college or university in Human Resources Management, Business, Public Administration, Finance, Accounting or a closely-related field.
- Ten (10) or more full-time years of broad and extensive professional experience performing high-level administrative and related work preferably in a public agency.
- Society for Human Resource Management (SHRM), California Public Employers Labor Relations Association (CalPELRA), or related certifications

Licenses

- Possess a valid State of California Class C driver's license.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration.

License Maintenance: Employee is responsible to maintain licenses as a condition of continued employment.

NOTE: The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria that are performed by most incumbents, but other related duties may be performed. Not all duties listed are necessarily performed by each individual.