



Monterey Peninsula Regional Park District

ADMINISTRATIVE ASSISTANT (O&M)

DEFINITION

Under general supervision, performs a variety of responsible administrative, secretarial, and clerical duties including word processing, data entry and organization, permit issuance, processing of invoices, record keeping, report preparation, telephone and front desk reception, and planning, organizing and coordinating various events, conferences, and meetings; provides information to the public and staff requiring considerable knowledge of District services, policies, and procedures; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Ranger. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for independently performing clerical duties in support of the District's Operations and Maintenance division. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Performs a wide variety of clerical and administrative duties to support District operations, including filing, preparing records and monthly reports, processing permit applications and issuing permits, verifying accuracy of vendor statements, and preparing and processing invoices.
- Verifies and reviews forms, reports, invoices, checks, and statements for completeness and conformance with established regulations and procedures; applies District policies and procedures in determining completeness of applications, records, and files.
- Interacts and communicates with governmental and non-governmental management and executives; makes travel arrangements as required; processes and reconciles expenditures and related reimbursements.

- Receives, prepares and processes telephone calls, emails, and mail; provides information to the public to ensure an understanding of District policies and procedures; listens to questions and explains procedures according to existing guidelines; refers callers and visitors to appropriate staff; identifies, negotiates, and/or resolves complaints and problems when appropriate.
- Maintains and updates administrative record systems and specialized databases such as contract files, inventory, and vehicle inspection logs; enters and updates information; retrieves information from systems and specialized databases as required.
- Composes, types, formats, and proofreads a wide variety of routine and complex reports, letters, documents, agendas, flyers, brochures, calendars, and memoranda; types from rough drafts or verbal instructions; checks drafts for punctuation, spelling, and grammar; suggests corrections.
- Receives, opens, time stamps, sorts, and distributes incoming mail; prepares and distributes outgoing mail.
- Assists with assigned division projects and/or programs as assigned; provides assistance to division staff in various research and division-related projects.
- Monitors and orders office and other related supplies; assists in preparing, processing, and tracking purchase requisitions for services and materials; receives vendor invoices; prepares payment requests for approval.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Business mathematics and basic statistical techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform responsible secretarial and clerical support work with accuracy and speed requiring the use of tact and discretion.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical deadlines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and five (5) years of responsible secretarial experience, preferable in a public agency.

Licenses and Certifications:

Possession of, or ability to obtain, within six (6) months of beginning employment with Monterey Peninsula Regional Park District, a valid California driver license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, allergens, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives on sensitive matters and in interpreting and enforcing District policies and procedures.

EFFECTIVE: 5/16/2023
REVISED: N/A
FLSA: Non-Exempt