Goleta Sanitary District
Job Description

Job Title: Administrative Assistant
Department: Administration
Reports To: Accounting and Administration Specialist
FLSA Status: Non-Exempt (Non-Salary)

SUMMARY
Under general supervision, performs secretarial, clerical, reception duties involving confidential responsibilities. Provides administrative support for the Governing Board and the following Departments: Administration; Treatment Facilities; Collection System; Maintenance; and IWC. Provides customer services at front counter and by telephone.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Operates computer system, utilizing several software programs including, but not limited to, word processing, spreadsheets, accounting, etc.

Assists the District's constituents and other callers on the phone or at the front counter in a cordial and professional manner. Routes queries or caller to the appropriate staff person as necessary.

Operates base radio station to maintain communications with mobile units including updating logs.

Types and/or proofreads a wide variety of letters, memoranda and correspondence for all departments, as needed, including the Governing Board members (which may be of a confidential nature), including the Board Agenda packets.

Organizes and maintains file system for correspondence, reports, annexation petitions, notices, and other records.

Arranges and coordinates conference travel schedules and reservations for staff and Governing Board members.

Coordinates and arranges meetings, reserves and prepares Board Room as necessary.

Assists in the receipting of incoming payments for Invoices, Permits or other payments to the District.

Compiles and sorts documents, such as invoices and checks, substantiating business transactions. Processes accounts payable by sorting and coding invoices, including seeking supervisor approvals, entering approved items into financial system.

Prepares outgoing mail, correspondence, and disbursement of checks in accordance

with the District's purchasing policy and may include dropping mail at the post office.

Prepares and processes e-mail and faxes.

Orders and maintains supplies, and arranges for equipment maintenance.

May be requested to use District vehicle run errands or provides courier services as necessary.

Responsible for general housekeeping and tidiness of reception area, front office, copy room and document storage vault, including filing of various documents and copies.

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

EDUCATION and/or EXPERIENCE
Minimum of High school diploma or general education degree (GED); or two years related experience and/or training; or equivalent combination of education and experience. Ability to type perfect copy at 50 wpm. Handwriting must be legible.

MENTAL DEMANDS
While performing the duties of this class, employees are regularly required to use oral and written communication skills; read documents or instructions: analyze and solve problems; observe and interpret data or information; use simple math and mathematical reasoning; learn and apply new information or skills; work under constantly changing deadlines and priorities with constant interruptions.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence. Ability to speak effectively with customers or employees of District.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs. Ability to understand and perform basic bookkeeping functions.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete

variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
Possession of a valid California Class C drivers license with a satisfactory driving record, or reliable transportation to work is required.

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here 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.

The noise level in the work environment is usually moderate.