



POSITION: ADMINISTRATIVE ASSISTANT , REQ #:PS100537
(Position is located in San Rafael, CA)

CLASS CODE: 91336 / Non-Exempt

OPENINGS: 1 and To Create a List

OPEN TO: All Qualified Applicants

SALARY RANGE: \$26.76 – \$32.34 per hour, plus benefits (37.5 Hour Workweek)
(Employee pays 8% of salary/wage toward CalPERS retirement plan)

DATE POSTED: Friday, June 4, 2010

CLOSING DATE: Friday, June 25, 2010

POSITION DESCRIPTION:

Under the general direction of the Director of Planning, the Administrative Assistant in the Planning Department provides varied, complex, confidential office administrative assistance to a major Division *or* associated administrative, supervisory and professional staff. Performs highly responsible and sensitive duties; exercises discretion, confidentiality and independent judgment related to the executive responsibilities of the management level for which assistance is provided. The Administrative Assistant exercises routine, independent judgment that significantly impacts and facilitates the work of the Director of Planning and associated staff. Takes and transcribes minutes from internal and external meetings, and compiles notes utilizing legal procedures for timely posting of public information. May direct and coordinate the work of assigned office support staff, and performs related work as required or assigned.

MINIMUM JOB REQUIREMENTS:

College level training and experience equivalent to:

- Requires a minimum of four years' recent full-time position-related complex and confidential administrative assistance experience supporting high-level executives, which requires the use of initiative and independent judgment. This experience must include a minimum of four years' personal computer experience utilizing Microsoft Office: Word, Excel, and PowerPoint (Access experience is highly desirable.)
- Must be able to demonstrate proficiency in the following areas: advanced word processing utilizing Microsoft Word, database and graphics software, graph preparation for various meetings, and intermediate experience creating spreadsheets utilizing Microsoft Excel
- A degree in Business, Planning, Public Administration, or other related degree may be substituted in lieu of one year of the above experience

DESIRABLE EDUCATION AND EXPERIENCE REQUIREMENTS:

- Secretarial or business training certification or the equivalent
- Office management and/or supervisory experience

ESSENTIAL RESPONSIBILITIES:

- Prepares a variety of drafts and finished materials, which may include technical content and terminology related to the activities of the division or department, including materials for meetings, and agenda items from notes, brief instructions, prior drafts or voice recording equipment; reviews and/or edits materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage
- Composes and edits correspondence from brief oral or written instructions for management signature; may sign routine correspondence without management review
- Researches, compiles and summarizes a variety of informational materials; prepares draft and/or final correspondence, narrative reports and other written materials using such information
- Prepares and reviews a variety of periodic, statistical and special reports regarding the activities of the division or department, which may require research, compilation of data, designing forms, and ascertaining project status from various sources
- Evaluates office support needs of department and determines solutions
- Coordinates with the District Secretary and Executive Assistant to the General Manager to ensure timely production of reports and materials for the Board of Directors
- Assists department/division in budget preparation and administration using knowledge of past expenditures and appropriate budget account numbers
- Uses IFAS/Maximo systems to prepare purchase orders, approve invoices and monitor departmental budget expenditures
- Maintains petty cash accounts and prepares check requests
- Creates and maintains databases pertinent to the department/division using appropriate software
- Arranges meetings, room reservations and refreshments for staff purposes as well as for passenger advisory committees. Contacts attendees, distributes meeting documents, coordinates recruitment of members, monitors meeting membership and attendance, and posts public meeting notices as required or assigned
- Maintains calendars and schedules; coordinates timesheets, travel requests, expense reports and subscriptions; and manages all reservations for the District conference room
- May coordinate or assist in employee-related functions, campaigns, special programs and/or events
- Receives and screens mail, visitors, email messages and telephone calls; ascertains the nature of the call and directs the caller to the proper individual for action and/or provides authoritative information which may require the use of independent judgment and the interpretation of department policies
- Maintains office and kitchen supplies, smooth operation of copiers, printers and other equipment; coordinates department vehicles and personnel needs
- Follows established safe work practices and obeys all safety rules

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to maintain confidentiality and protect information and documents appropriately
- Ability to understand and rapidly respond to a broad range of demands made to the department or division
- Ability to work effectively in a high-volume, high-energy office environment
- Ability to work with constant interruption and changing priorities; must be able to independently organize work, set priorities, meet critical deadlines and follow up on various assignments with a minimum level of supervision
- Ability to work as part of a team using excellent interpersonal and communication skills
- Ability to manage projects in a positive, effective manner while maintaining adherence to deadlines, policies and procedures
- Knowledge of correct English usage including spelling, grammar, punctuation and vocabulary; ability to compose correspondence and other projects from brief instructions

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS CONT:

- Ability to use initiative and independent judgment within established guidelines
- Ability to rapidly learn the functions of the Planning Department
- Ability to establish and maintain effective professional working relationships with all levels within the organization, and outside of the organization
- Ability to effectively organize and maintain all records of the Planning Department
- Ability to work in MS Office 2007 computer environment utilizing Outlook, Word, Excel and PowerPoint

SKILLS REQUIREMENTS:

- Current position requires proficiency in file/folder organization
- Requires a minimum of 55-60 w.p.m. typing and/or keystrokes on a personal computer keyboard and the ability to type accurately from rough drafts or voice recording equipment
- Demonstrated ability to compose business letters or memos, reports, and newsletter items in final form, using correct grammar, punctuation, spelling, and form
- Requires the ability to use all modern office machines and equipment, such as fax machines, electronic network computer systems, copiers, and computers
- Must possess effective communications skills orally and in writing
- Must demonstrate skill in records management

PHYSICAL REQUIREMENTS:

- Most work is conducted in an office environment
- Requires the ability to use personal computers for varying periods of time
- Some lifting may be required - generally up to ten pounds
- Records management may involve repetitive stooping, bending and reaching motions

LICENSE(S):

Must possess and maintain a current, valid California Driver's License and satisfactory driving record (May drive a District vehicle on an occasional basis for various meetings and/or departmental errands.)

APPLICATION PROCEDURE:

FAILURE TO MEET ANY OF THE REQUIREMENT STATED MAY RESULT IN REJECTION OF YOUR APPLICATION
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THREE WAYS TO APPLY:

- **E-MAIL to:** jobs@goldengate.org
(Please reference the position title in the subject line of your email.)
- **MAIL to:** **Human Resources Department – T. Claire**
1011 Andersen Drive
San Rafael, CA 94901-5318 (Office Hours: 8:30 a.m. – 4:30 p.m.)
- **Apply IN PERSON:** at 1011 Andersen Drive, San Rafael, CA 94901-5318
**For directions and general information, visit our web site – www.goldengate.org

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

1. Application for Employment (Application required for external applicants only.)
2. Cover Letter and Resume (Required for internal and external applicants.)
3. Evidence of Bachelor’s degree or statement supporting additional experience in lieu of degree (Evidence of degree will be confirmed at time of offer.)

****Materials received after Friday, June 25, 2010 will not be considered for this employment opportunity****

THE SELECTION PROCESS FOR THIS POSITION will include:

- Microsoft Office 2007 skills testing and typing test demonstrating a typing speed of 55-60 w.p.m. at an employment agency (*Candidates most closely matching the position requirements will be invited to participate in the aforementioned testing.*)
- Oral Panel Interview (*Candidates invited to testing that receive passing testing scores will be invited to participate in an Oral Panel Interview, which may include an informal writing assessment.*)
- Second departmental interviews for final candidates

*The District is a drug-free workplace.

The District will invite only those candidates whose qualifications **MOST CLOSELY MATCH the position requirements to continue in the selection process.

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without unlawful discrimination on the basis of race, color, religion, gender, sex, national origin, ancestry, age, marital status, medical condition, disability, sexual orientation, military experience or genetic information.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. If you have special needs, please call (415) 257-4521 (Human Resources Department Recording). The District's Telecommunications Device (TDD) for Persons with Hearing Disabilities is (415) 257-4554 or you may contact the District's Equal Employment Opportunity Office at (415) 257-4537.

REVISED: 06/03/2010

RD/TC

**Administrative Assistant – Planning Department
Class Code: 91336**

**Human Resources Department/
Human Resources Coordinator
GGBHTD
1011 Andersen Drive
San Rafael, CA 94901-5318**