



JOB TITLE:	SUPERVISING ADMINISTRATIVE ASSISTANT	DIVISION:	BUS
REPORTS TO:	DIRECTOR OF BUSINESS OPERATIONS	EEO CATEGORY:	02 – PROFESSIONAL
FLSA:	EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general supervision, provides varied, complex and confidential office administrative support to the Bus Division. This position provides direct support to the Deputy General Manager-Bus Division. Performs highly responsible and sensitive duties; exercises a high level of discretion, confidentiality and independent judgment. Supervises the Bus Administration office and directs the work of assigned office support staff, including training.

Essential Responsibilities

- Oversees and coordinates the work of assigned support staff and manages office workflow
- Provides assistance and coordination to the Deputy General Manager-Bus Division, as well as the Bus Division Managers and Superintendents
- Works independently in providing assistance to all members of the Bus Division’s workforce in the interpretation and implementation of the District’s administrative policies
- Assists in coordination of special events involving the Bus Division’s Rodeo, Holiday Appreciation Breakfasts, Annual Holiday Party, and other events as needed
- Administers programs and review letters for commendations, service awards, Employee of the Month, and perfect attendance letters on a monthly, bi-annual, and annual basis
- Generates and distributes confidential correspondence to Bus Division employees and the Unions
- Reviews, updates, and trains office staff on administrative tasks and procedures
- Schedules travel arrangements for Bus Division managers
- Prepares a variety of drafts and finished materials, which may include technical content and terminology related to the activities of the division, including materials for meetings; reviews and/or edits materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage
- Maintains databases pertinent to the department/division using appropriate software
- Maintains calendars, schedules, and arranges meetings
- Knows and follows applicable safety and health rules and safe working practices, and ensures that employees under his or her supervision follow established safe work practices and obey all safety rules



- Perform additional, related duties as assigned
- Regular and reliable attendance and performance are required

Required Knowledge, Skills and Abilities

Knowledge of:

- Knowledge of correct English usage including spelling, grammar, punctuation and vocabulary

Skilled in or Ability to:

- Maintain confidentiality and protect information and documents appropriately
- Understand and rapidly respond to a broad range of demands made of the department or division
- Work effectively in a high volume, high visibility office environment
- Work effectively with interruptions and changing priorities
- Organize work, set priorities, meet critical deadlines and follow up on assignments with minimum supervision
- Work as part of a team using excellent interpersonal and communication skills
- Manage projects in a positive, effective manner while maintaining adherence to deadlines, policies and procedures
- Compose correspondence and other projects from brief instructions
- Use initiative and independent judgment within established guidelines
- Establish and maintain effective and professional working relationships with all encountered in the course of work
- Effectively organize and maintain the records of the department or division
- Demonstrate multi-tasking under pressure, being detail oriented and work independently with minimal supervision.

Minimum Qualifications

Education and Experience Equivalent to:

- Requires a minimum of four years' recent full-time position related, highly responsible administrative assistant experience in an executive office environment
- Minimum of two years' personal computer experience performing word processing and working with spreadsheets
- One year supervisory experience

License(s): Must possess and maintain a current, valid California driver's license and satisfactory driving record. (May operate a District vehicle on an occasional basis, and must possess the ability to travel to all District locations.)

Physical Requirement: At times may require extensive periods performing work on a computer. Majority of the work is conducted in an office environment. May lift up to 30 pounds (to box and lift files for storage).