

ADMINISTRATIVE AIDE

Definition:

Under general direction, organizes and coordinates administrative functions in the relicensing of the Middle Fork Project and performs related duties as required.

Distinguishing Characteristics:

This is a single position, non-exempt class in the Confidential Bargaining Unit, responsible for the conducting and coordinating administrative work necessary to the relicensing of the Middle Fork Project (MFP) and assisting the Agency Secretary/Clerk to the Board. This involves the supervision of regular staff as well as the coordination of various independent contractors and consultants that make up the relicensing team. Most work is done in an office environment but includes periodic travel to the MFP sites and other meetings including out-of-state travel. Requires the ability to occasionally traverse uneven terrain. Regularly requires prolonged sitting, use of personal computer and use of telephone on a frequent basis.

Examples of Duties:

- Organizes and provides administrative support and coordination to the efforts of a multi-disciplinary team of employees, dependent contractors and consultants to re-license the Middle Fork Project with the Federal Energy Regulating Commission (FERC);
- Provide history and operational documentation of project operations and changes;
- Provide database management, coordinate administrative support to consultants on special projects;
- Develop and administer project budget;
- Schedule project milestones;
- Assist in the negotiation and development of various agreements;
- Prepare technical reports and license application sections;
- Represent Agency at meetings with other agencies, public and stake holder groups, implement storage of relicensing information in appropriate electronic and hard copy formats and provide copies of same to other parties;
- Assist the Agency Secretary/Clerk to the Board with preparation of agendas, taking minutes of meetings and other administrative functions as needed;
- Performs related duties as required.

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Qualifications:

Knowledge of:

- Database management for engineering, scientific data;
- Project administration techniques and principles;
- Budget development and administration;
- Principles and practices of supervision;
- Modern office practices;
- Principles of document management and the development and maintenance of electronic and manual document filing and retrieval.

Ability to:

- Coordinate the activities of a multi-disciplinary team;
- Represent the Agency in a positive and effective manner;
- Interact cooperatively with diverse interest groups;
- Communicate effectively and positively in writing and orally;
- Speak effectively to large and small groups;
- Schedule project milestones effectively;
- Analyze and catalog technical data;
- Operate personal computer;
- Supervise and train subordinate staff;
- Develop and maintain electronic and manual filing system to meet project needs.

Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of the requirements for an Associate Degree in Business Administration or a closely related field and five (5) years of increasingly responsible experience in office management, or a closely related field or an equivalent combination of education and experience.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.