

ADMINISTRATIVE AIDE – WATER SYSTEM

Definition:

Under general direction, organizes and coordinates administrative functions in the department and supervises subordinate clerical/technical staff.

Distinguishing Characteristics:

This is a FSLA non-exempt position, responsible for the conducting and coordinating administrative work necessary to the department. This involves the supervision of subordinate staff as well as the coordination of various independent contractors and consultants that provide services to the department. Most work is done in an office environment but includes periodic travel to various work sites. Duties require frequent stooping, reaching, standing, walking, and sitting for prolonged periods; and, use of personal computer and telephone on a frequent basis.

Examples of Duties:

- organize and provide administrative support and coordination to the efforts of a multi-disciplinary team of employees, including independent contractors and consultants;
- provide history and operational documentation of project operations and changes;
- provide database management;
- coordinate administrative support to consultants on special projects and a variety of project management issues, invoices, amendments, and agenda items;
- develop and administer project budget, process budget transfers and amendments, and prepare periodic budget summary reports;
- schedule project milestones;
- assist in the negotiation and development of various agreements, contracts, amendments, and change orders;
- prepare technical reports and license application sections;
- represent Agency at meetings with other agencies, public and stakeholder groups, implement storage of departmental information in appropriate electronic and hard copy formats and provide copies of same to other parties;
- assists in the preparation of special purpose studies, reports, or agenda items as requested by the Director or Deputy Director;
- maintain the daily operations of the telecommunications infrastructure;
- coordinate services and equipment orders with vendors, enter department requisitions into the computer system and approve invoices for payment;
- oversee and implement an electronic document management and imaging system;
- maintain reference library;

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- perform related duties as required.

Qualifications:

Knowledge of:

- database management, 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.