

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2017

**POSITION TITLE:** **ADMINISTRATIVE ASSISTANT I/II - FINANCE**

**GRADE LEVEL:** O/M

**SUPERVISOR TITLE:** CFO/Treasurer

**FLSA Status:**  Exempt  Non-Exempt

**BARGAINING UNIT:**  RCWDEA  RCWD MPCEA

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**DEFINITION**

Under general supervision, to perform a variety of administrative, secretarial, and clerical duties in order to provide support to the finance, customer service, information technology, and purchasing functions of the District.

**CLASS CHARACTERISTICS**

**Administrative Assistant I**

Positions assigned to this level perform routine clerical duties under supervision. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience in the applicable field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

**Administrative Assistant II**

This is the journey level classification in the administrative class series. Positions assigned to this level independently perform highly technical and specialized administrative duties. Because employees in classifications at this level are expected to be fully trained and competent, such position typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.




**EXAMPLE OF DUTIES** (Duties may include but are not limited to the following):

- ✎ Provides overall administrative/secretarial support to the Chief Financial Officer (CFO)/Treasurer, Controller, Accounting Supervisor, and Budget/Debt Administrator, including the preparation and distribution of financial documents; composition of letters, memos, tables, reports, etc.; organizing meeting scheduling, interfacing with Board members, consultants, banking institutions, and legal counsel
- ✎ Assists the CFO/Treasurer, Controller, and Budget/Debt Administrator in preparing the annual operating and non-operating budget, which includes gathering of information; research and composition; and distribution in final form
- ✎ Assists the Controller and Accounting Supervisor in preparing annual comprehensive financial report, which includes narrative revisions; importing statistical reports and audited financial statements; and distribution in final form
- ✎ Assists the Controller and Accounting Supervisor in preparing the letters associated with the District's annual audit, including the audit confirmations and legal correspondence
- ✎ Maintains and updates new vendor file data for Accounts Payable through the District's Finance system
- ✎ Composes, formats, edits, and proofreads correspondence, reports, and memoranda using acceptable District format and proper grammar
- ✎ Prepares and coordinates the monthly Finance and Audit Committee meeting packages, which includes gathering of information; determining agenda items; preparation of agenda; research and composition of write-ups in final form and order; assembly of complete package
- ✎ Take, transcribe, and maintain accurate official records of District meetings, draft, review, and distribute Finance and Audit Committee minutes
- ✎ Perform various administrative tasks, including preparation of resolutions, legal notices and certifications; filing; processing and distributing mail
- ✎ Make arrangements for conferences and travel for District staff; process monthly expense reports
- ✎ Reviews department office supply needs and is responsible for ordering supplies as needed
- ✎ Prepare, distribute and maintain miscellaneous logs, records and reports
- ✎ Provide secretarial assistance, including shorthand/speed writing, typing and word processing
- ✎ Provide back up for administrative staff in the Administrative Services Department
- ✎ Perform related duties or special projects as assigned












**QUALIFICATIONS**

**Knowledge of:**

- ✎ California Water District Law/Ralph M. Brown Act
- ✎ Special District Administration Practices
- ✎ Standard Proper English dictation, spelling, grammar, and punctuation
- ✎ Proficient with word processing, graphics and spreadsheet software applications

-  Standard office procedures
-  Basic accounting principles
-  Proper work safety standards

**Ability to:**

-  Interpret and apply laws, codes, regulations, policies, and procedures
-  Organize, coordinate and complete departmental assignments with minimal supervision
-  Type 60 WPM
-  Operate personal computer and use advanced programs including word processing, graphics, and spreadsheets
-  Work efficiently and accurately under pressure
-  Lead and participate in a full range of administrative support services
-  Operate standard office equipment
-  Comply with the District's Safety, Health, and Environmental policies
-  Communicate effectively with others, verbally and in writing
-  Write and compose in a clear and concise manner
-  Use discretion in handling confidential matters

**SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is

**Experience:** Three (3) or more years of experience in the capacity of an office assistant or equivalent job classification.




**Training:** Equivalent to the completion of the 12<sup>th</sup> grade, supplemented by specialized secretarial training and some college level course work in business or public administration.










**License and Certificates:**

-  California class C driver's license, required

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position may require the employee to perform the following physical activities:

-  Communicate verbally with District management, co-workers and the public in face-to-face, one-on-one and group settings
-  Regularly use a telephone for communication
-  Use office equipment such as a personal computer, copier, and fax machine

-  Sit for extended time periods
-  Hearing and vision within normal ranges
-  Sit for extended periods of time
-  Carry, push, reach, and lift up to 20 lbs. routinely
-  Reach at above shoulder heights (5%), at shoulder height (5%), below shoulder height (90%)
-  Travel as requested by automobile in conducting District business
-  Occasionally stoop, kneel, or crouch
-  Sufficient manual dexterity to operate equipment
-  Traffic hazards

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date