

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2019

**POSITION TITLE:** **ADMINISTRATIVE ASSISTANT I / II – ENGINEERING**

**GRADE LEVEL:** E7 / E9

**SUPERVISOR TITLE:** Senior Administrative Assistant-Engineering

**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 for the engineering, water resources, construction contracts, engineering services, and operations/field services 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):

-  Provide administrative support for the engineering, water resources, construction contracts, engineering services, and operations/field services departments; process emailed inquiries and screen telephone calls, providing answers to general inquiries or directing emails/calls to appropriate staff; greet and direct visitors to appropriate person/department; assist with more complex support in the absence of the Senior Administrative Assistant
-  Perform various administrative tasks, including preparation of simple to complex correspondence and agreements; enter and process requisitions; process and distribute mail; post departmental notices and agendas
-  Perform general records management duties, including creating and maintaining engineering project files and logs; filing in engineering archives, maintaining engineering library shelves and logs, and the maintenance of a daily correspondence log; update and maintain electronic storage of record drawings (as-builts); file, scan, and copy mylars on request. Create new capital and developer project files: record insurance expirations; update inspection logs; create documents/info report for contract, bonds, insurance, and correspondence; update project info log; assemble file folders; and create proper labeling
-  Schedule the use of meeting rooms when requested
-  Assist with scheduling and setting up meetings of the Engineering and Operations Committee, when necessary; research actions by the Engineering and Operations Committee and/or Board of Directors, when necessary; provide assistance to the Senior Administrative Assistant-Engineering for the preparation/completion of the monthly Engineering and Operations Committee meeting package and take, transcribe, and maintain accurate official records of meetings; draft, review, and distribute Engineering and Operations Committee meeting minutes, when necessary
-  Follow up/follow through on Engineering and Operations Committee actions
-  Prepare documents for execution and filing; update hard copy binders containing standard specification documents, when prompted
-  Process departmental requests for staff certification, reimbursements, conference registrations, and expense reports
-  Process and prepare for delivery/distribution contract specification documents, including any required addenda documents issued by project managers, to include word processing, formatting, editing, and special outside vendor reproduction orders
-  Prepare, distribute, and maintain miscellaneous logs, records, and reports
-  Stock/order office and engineering supplies; maintain department supply inventory; process associated invoices

- ✎ Assist construction contracts department: 1) in Contract Administrator's absence, attend bid openings and provide a variety of assistance to the Construction Contracts Manager relative to a bid opening, and 2) upon the Contract Administrator's request, create or revise/update current plan holders' list for distribution, and receive, review, log, and distribute Request of Clarification (RFC) letters and contractor submittals for approval
- ✎ 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
- ✎ Microsoft Office software, to include advanced level word processing, graphics, database, spreadsheet, and other specialized software programs
- ✎ Proper standard English dictation, spelling, grammar, and punctuation
- ✎ Standard office procedures

### **Ability to:**

- ✎ Interpret and apply laws, codes, regulations, policies, and procedures
- ✎ Work efficiently and accurately under pressure
- ✎ Lead and participate in a full range of administrative support services
- ✎ Write and compose in a clear and concise manner correspondence using acceptable District format and proper grammar
- ✎ Organize, coordinate, and complete departmental assignments with minimal supervision
- ✎ Use advanced software programs for workflow and organizational charts
- ✎ Type 60 WPM
- ✎ Operate personal computer (Windows preferred)
- ✎ Operate standard office equipment
- ✎ Communicate effectively with others, orally and in writing
- ✎ Use discretion in handling sensitive 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 or more years of experience in the capacity of an Office Assistant or equivalent job classification









**Training:** Equivalent to the completion of the twelfth 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:

-  Frequently use office equipment such as a computer, copier, and FAX machine
-  Must be able to carry, push, pull, reach, and lift materials and objects up to 25 lbs.
-  Extended standing, walking, sitting, reaching, stooping, and bending
-  Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
-  Regularly uses a telephone or radio for communication
-  Ability to speak and hear both in person, by telephone, and radio
-  Vision within normal ranges with or without correction
-  Regular attendance

The essential functions of this position will require the employee to be exposed to the following working conditions:

-  Work in a temperature controlled office environment with moderate noise
-  Occasional travel by automobile conducting District business

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