

## **Job Title: Administrative Assistant I**

**Division:** All Divisions

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### **Summary:**

Under general supervision, performs general office and clerical duties and acts as receptionist for a unit; develops publicity material, schedules appointments, takes facility reservations and collects payments and fees; and performs other related duties as assigned.

### **Essential Duties and Responsibilities:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Performs a variety of customer service duties including greeting and welcoming visitors and customers, providing them with information and directions, and referring them to other resources and services.
- Answers, screens, routes and responds to telephone calls, electronic messaging and emails; acts as a liaison between the public and staff to direct customers to appropriate source for information or problem resolution.
- Uses computer software to enter data and maintain reports, statistical information, records and forms; compiles and maintains mailing lists and rosters; prepares bulk mailings.
- Composes a variety of correspondence, forms, reports, schedules, rosters, documents and materials.
- Collaborates with Marketing & Communications to design, proof, revise and distribute publicity material for the unit, including flyers, schedules, newsletters, tickets and brochures.
- Maintains inventory and orders operational and office supplies for the unit following established procedures.
- Maintains schedules of activities and facility use including private rentals; performs a variety of tasks related to registration for activities, reservations and ticketing.
- Processes monetary transactions, including collecting fees, issuing receipts, handling credit card transactions, reconciling cash journal sheets and receipts, and preparing bank deposits.

Provides backup for other divisional administrative support staff.

### **Other Duties and Responsibilities:**

- When assigned to Sports Unit: monitors and maintains central reservation system and schedules for outdoor facilities including fields, parks and picnic areas
- May be required to drive District or personal vehicle.
- Provides information, instruction and training on work processes, proper uses of equipment and safe work practices.

- Makes meeting and event arrangements including typing and distributing agendas and minutes, setting up and cleaning up, and ordering food, supplies and audio-visual equipment.
- Participates during disasters or when emergency response is needed.
- Non-exempt employees may be required to work overtime.
- Performs related duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

#### **Education/Experience:**

A typical way to obtain the knowledge and abilities would be: graduation from a two-year college with an associate degree, and one year of increasingly responsible clerical experience; or an equivalent combination of education and experience.

#### **Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate clearly and effectively with the general public. Ability to speak Spanish is desirable.

#### **Math Ability:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to perform basic bookkeeping functions.

#### **Reasoning Ability:**

Ability to use common-sense understanding to carry out instructions provided in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to effectively interact with the public.

#### **Certificates and Licenses:**

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.
- First Aid/CPR/AED certification required within 90 days of employment and ability to maintain certifications thereafter as a condition of employment.

**Other Required Skills:**

Proficient use of Microsoft Office Suite including Word and Excel, type on a standard keyboard, navigate various office computer applications, operate a calculator, fax machine and other office equipment.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities relating to District employees; training and supervision of volunteers may be required.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions. The work environment is subject to moderate to loud noise levels, frequent contact with internal and external customers and intermittent exposure to individuals acting in a disagreeable or emotionally charged manner.

**Physical Demands:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms, talk or hear telephone and in-person conversations, and view small fonts on printed material or a computer screen. The employee is occasionally required to stand; walk; stoop, kneel, crouch or crawl and to lift, push or pull up to 25 pounds and occasionally up to 50 pounds. The vision requirements include close vision.

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*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*