

CONEJO RECREATION & PARK DISTRICT

Job Title: Administrative Assistant II

Division: All Divisions

Summary:

Under general supervision, provides varied and complex office administrative assistance to a Director and associated division staff; creates and maintains division-specific publications, contracts, tracking systems, reports, records and files required for work processes; acts as a liaison between the Director and other departments, customers and community/business groups; 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 complex procedural and administrative duties in support of the division including coordinating office functions and processes.
- Provides information in response to inquiries and performs important public relations duties over the phone, in person and online; provides information and handles issues that may require sensitivity and use of tact and independent judgment; researches requests or complaints and refers matters to appropriate staff and/or takes or recommends action to resolve issues.
- Creates and maintains spreadsheets and databases; calculates, invoices and tracks requests for payment for services, leases and fees; processes and records payments for fees.
- Coordinates the assembly, posting and tracking of requests for proposals (RFPs) for the procurement of equipment, goods and services; tracks certificates of insurance and vehicle insurance and ensures coverage meets District criteria.
- Assists with solicitation of and tracks donations, sponsorships and other sources of funding; may participate in grant administration functions including collecting program data and generating performance reports.
- Assists with processing special-event and encroachment permits; ensures all required documents are submitted and meet District requirements; notifies field staff.
- Designs, proofs, revises and distributes material for the Division, including flyers, schedules, newsletters, tickets and brochures; may assist with maintaining unit website page and with social media.
- Maintains inventory and orders operational and office supplies for the unit following established procedures.
- Processes monetary transactions, including collecting fees, issuing receipts, handling credit card transactions, reconciling cash journal sheets and receipts, and preparing bank deposits.
- Provides administrative assistance to District Boards and Ad Hoc Committees as assigned, preparing and posting agendas and taking minutes of meetings.
- Provides backup for the executive assistant and other support staff and performs reception duties.

Other Duties and Responsibilities:

- May be required to drive District or personal vehicle.
- May notarize District contracts, agreements, leases, memos and other documents.
- May provide work guidance to staff and volunteers including assisting with training and overseeing front desk activity; provides information, instruction and training on work processes, proper uses of equipment and safe work practices.
- 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: completion of at least one year of college-level coursework or a technical certification program and three years of administrative support experience; or an equivalent combination of education and experience.

Language Ability:

Ability to read, analyze and interpret documents such as District policies, procedures, government regulations, leases and contracts. Ability to use correct English grammar, spelling, and punctuation. Ability to write routine reports and business correspondence. Ability to respond to inquiries and complaints, orally and in writing.

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 research and analyze administrative, operational and procedural problems. 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.
- California Notary License within six months of hire.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

Other Required Skills:

Use of word processing, spreadsheets and database programs including utilizing information systems to extract data from databases for interpreting and communicating data. Knowledge of the principles, tools and techniques of project planning and management. Ability to exercise tact and diplomacy in dealing with sensitive and complex issues. Maintain confidentiality of information and work products.

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 and may be required to work some nights and weekends. 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; talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel, crouch or crawl. The employee is regularly required to push, pull or lift up to 25 pounds and occasionally up to 50 pounds. The vision requirements include close vision.

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Revised 4/4/24

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.