

## EAST BAY REGIONAL PARK DISTRICT

### **ADMINISTRATIVE ASSISTANT**

#### **GENERAL FUNCTION:**

Under general direction, this position performs a variety of administrative tasks that directly assist the General Manager in the day-to-day management of District operations. Supervises subordinate confidential secretaries, prioritizing assignments, balancing workloads and providing technical guidance and direction as needed. Participates in administrative reviews and studies. Represents the General Manager in meetings and through various methods of communication.

#### **ESSENTIAL FUNCTIONS:**

Serves as a personal assistant to the General Manager assuming responsibility for a wide variety of administrative matters. Refers visitors, callers and correspondence to appropriate staff or personally responds to individual inquiries based on knowledge of the District's programs and operations and the General Manager's preferences. Coordinates the General Manager's calendar; scheduling appointments and meetings based on knowledge of prior commitments, priorities and general guidance; and may attend meetings as a representative from the General Manager's office. Relays administrative instructions and guidance to District staff, collects information and independently prepares routine correspondence. Performs independent research and summarizes a variety of informational material. Organizes own work assignments, establishes work priorities, and maintains critical deadlines. Reviews staff-prepared correspondence, reports, etc. for proper format, grammar, spelling, punctuation and adherence to the General Manager's instructions. Develops and manages annual department budget in coordination with the General Manager. Compiles information from a variety of sources at the General Manager's direction, prepares correspondence for the General Manager's signature, and provides administrative support to the General Manager's direct reporting consultants.

Supervises a small staff of confidential secretaries who individually support an Assistant General Manager. Coordinates assignments making adjustments based on workload and the General Manager priorities. Provides technical guidance and resolves operational problems in coordination with the Assistant General Managers. Performs the full range of personnel management responsibilities, i.e., selection, performance management, training, leave approval, employee relations and assuring a safe workplace.

As directed, reviews draft policies, directives and procedures for format, accuracy, clarity and adherence to the District's administrative policies and guidance, and the General Manager's instructions. May coordinate with operational staff to collect additional information, and/or verify facts. As needed, provides proposed revisions and/or recommendations.

#### **MINIMUM QUALIFICATIONS:**

Education: A Bachelor's Degree from an accredited college or university in public administration or a closely related field; and

Experience: Three years of experience in office management or administrative services preferably in a public sector environment. At least one of the three years should be at a supervisory level.

Substitution: A Master's Degree in public administration or a closely related field may be accepted as an equivalent to a maximum of one of the three years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of office management and general administrative principles, techniques and practices. General understanding of public agency administrative environments and various popular office automation applications. Ability to perform non-technical analyses and work independently. Must have knowledge of supervisory principles and practice and sound judgment and leadership skills. Well developed verbal and written communication skills and the ability to work cooperatively with divergent groups are also required.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California State driver's license is a condition of initial and continued employment.

REPORTS TO: General Manager

Employment Category: Management, Range MG01

Adopted by Board: 04/1970

Resolution #:

Revised by General Manager: 12/21/2001

T:\HUMANRES\Job Descriptions\MANAGER\AdminAst.doc