

EAST BAY REGIONAL PARK DISTRICT

SENIOR OFFICE SPECIALIST

GENERAL FUNCTION

Under supervision, provides specialized clerical and administrative tasks in support of functions/programs, such as, human resources, contracts, CEQA processing, and site reservations and program registrations.

CLASS CHARACTERISTICS

Senior Office Specialist is the advanced level class of this series and may have lead or supervisory responsibility for assigned clerical staff, which is distinguished from the journey level Office Specialist classification. Some positions in this class may be designated as "confidential" in nature, depending on departmental assignment.

ESSENTIAL FUNCTIONS

Performs a variety of clerical and administrative tasks requiring specialized knowledge of the assigned department's functions/programs. The essential functions of this position include, but are not limited to: processing personnel action forms, maintaining various databases; preparing contract documents and coordinating department work products; assisting with CEQA processes; assisting the general public with site reservations and program registrations; researching, analyzing, and resolving problems related to specific programs; answering telephone calls; preparing purchase requisitions for supplies and equipment; arranging for repair of equipment; processing payments; tracking, reconciling and depositing checks/cash; compiling data for reports; composing and typing correspondence, reports, and forms, using a word processor.

OTHER FUNCTIONS AND DUTIES

Other tasks related to this position will include: opening mail, designing and creating new forms, certificates, flyers; updating and maintaining filing systems; and receiving visitors; performing related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Equivalent to graduation from high school.

AND

Experience: Four years of recent responsible clerical or general office experience or one year experience as an Office Specialist.

OR

60 semester units may be substituted for a maximum of one-year experience.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of modern office practices and procedures, including knowledge of basic computers, including word processing. Ability to type 50 net words per minute. Ability to learn the District's computerized systems. Possess math and bookkeeping skills. Ability to attend to detail, be thorough, and follow through. Ability to interpret and apply detailed rules and regulations. Ability to speak and write effectively; understand and carry out oral and written directions with a minimum of explanation; analyze situations accurately and take effective action; familiarity with supervision. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers. Ability to perform continuous data entry at a computer terminal.

SPECIAL CONDITIONS OF EMPLOYMENT

Certain positions will require a valid California driver's license as a condition of initial and continued employment in this classification.

Employment Category: AFSCME, Local 2428, Salary Range Effective 3/27/99 (\$3,206.42 - \$3,488.29)
or CONFIDENTIAL Range CON 1 depending on assignment.

Replaces "Reservations Coordinator", Adopted by Board Feb. 17, 1981

Revision Adopted by Board: March 21, 2000