
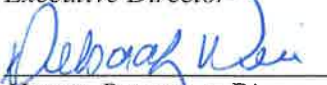


**CAMINO REAL REGIONAL UTILITY AUTHORITY
JOB DESCRIPTION**

POSITION TITLE: Administrative Assistant	PAY GRADE: 11
REPORTS TO: Office Manager	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
APPROVED: <u></u> <i>Executive Director</i>	<u>11/21/12</u> <i>Date</i>
<u></u> <i>Human Resources Director</i>	<u>11/21/12</u> <i>Date</i>

I. PURPOSE SUMMARY. Plans, organizes, coordinates, and performs a wide variety of complex and confidential administrative functions in support of Camino Real Regional Authority.

II. ESSENTIAL DUTIES.

1. Assist the Office Manager of his/her duties; composes correspondence, reports, spreadsheets, requisitions and documents for his/her signature.
2. Records notices, minutes, agendas, resolutions, and ordinances for official meetings as assigned.
3. Maintains accurate records and files, examines reports, responses, legislation or other material to determine action or additional information needed.
4. Develops written protocol to address issues such as cash handling, purchasing, and equipment repairs; communicates and responds to inquiries in verbal and written form.
5. Prepares, analyzes, and maintains the department budget; functions as the point of contact on department budget matters; reviews, examines and analyzes accounting records of department or vendor to verify accuracy of figures makes necessary corrections or lists discrepancies for adjusting.
6. Performs equipment maintenance responsibilities and maintains pertinent records.
7. May coordinate the logistics for setting up meetings, and represents the department at meetings, as directed.

III. ADDITIONAL DUTIES. Other duties as assigned. May supervise other secretarial and clerical staff.

IV. QUALIFICATIONS.

A. Education. High School Diploma or GED. Associates or Bachelor's Degree in Accounting, Secretarial, Business, or Public Administration or related field is preferred.

B. Experience. Five years of increasingly responsible administrative, accounting, budgeting, or support services experience. Bi-Lingual (English/Spanish) preferred.

C. Education/Experience substitution. In accordance with Camino Real Regional Authority Utility policy

D. Licenses/Certifications. A valid unrestricted driver's license.

F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Background Check and credit check.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of office procedures and practices, computer operation including word processing, spreadsheet and database programs, administrative techniques and organizational skills, and filing and record keeping systems; inventory control procedures; principles and procedures of budget preparation, control, financial record keeping and reporting; Business English, spelling, grammar and punctuation and basic arithmetic.

Must have skill in exercising independent judgment in various situations and to determine appropriate action; drafts correspondence following verbal or written instructions from Executive Director; handles sensitive and confidential matters and situations; and works with a culturally diverse population. Must possess technical writing skills and be able to establish and maintain effective and cooperative working relationships with others.

2. FREEDOM TO ACT.

Assignments are made by defining objectives, priorities and deadlines. The position handles problems and deviations in accordance with instructions, policies, previous training or accepted practices. Work is reviewed for conformity to policy and requirements.

3. GUIDELINES AND JUDGMENT.

The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures and for application and in making minor deviations to adapt to specific cases. Where existing guidelines cannot be applied, or significant deviations from the guidelines are proposed, supervisory assistance is required.

4. PHYSICAL DEMANDS.

The work is sedentary. Typically the employee sits comfortably to do the work. There may be more walking, standing, bending, carrying of light items. No special physical demands are required to perform the work.

5. WORK ENVIRONMENT.

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as office, residences, and commercial vehicles. The work area is adequately lighted, heated, and ventilated.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the CRRUA Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*

Printed name: _____
Employee *Date*