

# Administrative Assistant

## Purpose

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Provide a variety of complex administrative support duties to the General Manager and Administration Manager, including call and email screening, maintaining calendars, scheduling, correspondence, typing, data entry, research, analysis, project management, writing reports, filing, and document preparation; Assist Clerk of the Board with packet preparation, Board communications, preparation of draft minutes, and other duties as needed or assigned.

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Support and maintain an efficient, effective and organized office by providing high-level administrative support to Board, Staff and CAC through preparation, updating, writing, compiling, formatting and proof reading documents such as polices, minutes, forms, procedures, and other agency-related documentation; file and data management, mailing list management, organization and planning; professional verbal and written communication amongst Board, Staff, CAC, other organizations, vendors and members of the public; Maintaining schedule of deadlines; ensuring that office systems and procedures are in place and functioning at optimum levels; identify and suggest improvements; maintain filing areas, shared work and storage areas; supervise Receptionist, maintain continuity at front desk with continuous staffing.

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Provide Administration and Human Resources support by maintaining employee/HRIS database, formatting policies, procedures, informational documents, and other agency documentation related to human resources, assisting with recruitment, interview scheduling, application processing, benefit enrollment/termination processing, safety training scheduling and tracking, evaluation scheduling.

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## Task List

### GENERAL MANAGER SUPPORT

- Maintain calendar and scheduling
- Screen calls, take messages, respond to inquiries and requests for information as directed.
- Maintain General Manager files and information flow including in box/out box, email, mail, etc.
- Research, filing, document preparation as directed.

### ADMINISTRATION MANAGER SUPPORT

- Prepare, type, format and proofread a wide variety of documentation including board reports, correspondence, memos, statistical charts, newsletters, forms, website content, etc.
- Review materials for completeness, accuracy, format
- Understand and apply applicable policies and procedures, laws, regulations, and rules
- Maintain calendars including Google calendars, meeting calendars, and others as assigned; organize and schedule meetings.
- Maintain office filing system including paper files/file cabinets, shared electronic files.
- Implement and maintain agency-wide file naming convention for shared electronic files; prepare and maintain shared electronic filing structure for all computers.
- Organize and maintain various administrative, reference, library items and other files.
- Support Records Management program; identify and process documents for archiving or destruction; maintain and keep current all safe deposit box contents.
- Maintain organization of policies and procedures; keep current documents available

- Research and compile a variety of informational and/or confidential materials from sources both inside and outside the agency; summarize information as directed.
- Work with public information department; Maintain efficacy of OSA mailing list; assist with distribution of newsletters, mailers, email as needed.

#### CLERK OF THE BOARD SUPPORT

- Prepare, format, proofread committee and Board agendas, reports, attachments, charts and other documentation
- Transcribe, prepare and format minutes for approval
- Maintain Board files
- Assist with packet preparation and distribution
- Maintain documentation in support of Clerk of the Board including annual meeting schedule, committee lists, Board and CAC roster.
- Assist in election process
- Assist FPPC filing, track filing documents
- Manage meeting recordings; save to disc
- Manage public notice filing; maintain file
- Respond to public information requests as directed

#### HUMAN RESOURCES SUPPORT

- Conduct salary and benefit surveys
- Update and maintain employee evaluation schedule
- Coordinate safety training; maintain safety training tracking log; manage safety quizzes, manage online safety training
- Maintain Worker's Compensation files and tracking
- Maintain, enter, manage information in HRIS
- Assist in recruitment: prepare pre-recruitment information and schedule, schedule interviews, process incoming applications.

#### OFFICE MANAGEMENT

- Operate and maintain a wide-variety of office equipment including copiers, fax machines, scanners, computer
- Work with vendors and service providers to keep office systems functioning smoothly at all times
- Maintain office furniture and storage layout, suggest improvements, implement changes as needed or directed.
- Manage office consumables including office supplies, postage system, kitchen supplies, printer and copier supplies, stationary, etc.
- Maintain telephone system (programming, maintenance, repair, training)
- Maintain office infrastructure: Copier (programming, maintenance, repair, troubleshooting, training), Printers (troubleshooting, repair, replacement), Office Alarm (maintenance, programming)