



**CENTRAL MARIN SANITATION AGENCY**

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

**JOB DESCRIPTIONS**

**Administrative Specialist Series: I, II, III (Confidential)**

**SUMMARY**

Under general direction from the Administrative Services Manager (ASM), provides varied confidential secretarial and office administrative support for the Administrative Services Manager, General Manager, management team, and Agency staff; prepares agenda packets, minutes, and other materials for the Agency Board of Commissioners; administers assigned personnel and employee benefits functions, and various accounting clerk activities; and performs related work as required. Advancements in this classification is determined by satisfactory performance, and with department manager approval.

**Administrative Specialist I (AS I)**

The Administrative Specialist I is the entry-level position in the Administrative Specialist Series (I, II, III) that allows the incumbent to develop the essential knowledge, skills, and abilities necessary. Under direct supervision, incumbents perform the full array of essential duties associated with the AS I position. This classification is distinguished from the AS II classification by the level of supervision received, and assignment and complexity of tasks expected to be performed.

**Administrative Specialist II (AS II)**

The AS II is responsible for performing the full scope of assigned AS I and AS II essential functions with general supervision. This position requires a high level of initiative and organizational skills, and ability to appropriately establish priorities. This classification is distinguished from the AS III classification by the level of oversight received and assignment and complexity of tasks expected to be performed.

**Administrative Specialist III (AS III)**

The AS III classification is self-directed, and responsible for independently establishing priorities and performing the full scope of AS Series duties with minor supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include but are not limited to the following:

**Administrative Specialist I**

- Acts as primary front desk contact, answering phones and greeting visitors; sorts mail; handles deliveries and small shipments.
- Communicates activities among on- and off-site Agency staff and JPA member staff to monitor critical activities via telephone and two-way radio; coordinates with outside organization for use of site.
- Prepares a variety of correspondence, procedures, proposals, memos, newsletters, forms, and other written materials from drafts, prior information, or brief notes; proofreads memos, reports, and correspondence for others for standard templates and grammar.
- Arranges for maintenance and repair of office equipment and furniture, and orders and maintains inventory of office supplies.
- Maintains staff schedules and emergency contact list.

- Maintains Agency documents and contracts, and other administration files; publishes public notices.
- Oversees and manages the Agency's long-term document storage area.
- Understands the structure and retention schedules of the electronic document management system.
- Updates the Agency's website and Facebook pages monthly and as needed.
- Prepares Agency resolutions and ordinances, and is familiar with the applicable laws and regulations.
- Acts as Board Secretary and ensures appropriate legal noticing of the Board of Commissioners meetings according to the Brown Act; coordinates preparation of the meeting agenda packets with the General Manager, and distributes agenda packets and associated documents to Commission members, managers, and other interested parties.
- Attends Commission meetings, normally held after regular business hours; drafts and publishes meeting minutes from audio recordings and notes.
- Participates in the Agency Strategic Planning Committee and development of the Agency's annual business plans.
- Serves as secretary for the Safety and Security Committee, and assists Safety Officer with safety and wellness activities.
- Maintains Agency online employee training programs; schedules required trainings, and coordinates with employees for compliance; coordinates Agency-wide events.
- Attends industry-specific conferences and trainings to further knowledge base.

#### **Administrative Specialist II**

- Assists finance staff with employee insurance and other benefit programs; enrolls employees, explains benefits and follows-up on problems; conducts trainings and tailgates on HR-related topics.
- Assists finance staff with A/P and payroll processing.
- Coordinates Agency staff recruitments with the hiring manager and/or the HR consultant, including advertising, communicating with applicants, background checks, and scheduling pre-employment testing.
- Drafts Conditional Offer Letters and Employment Agreements, and other HR documents.
- Coordinates Agency personnel functions such as new employee onboarding and employee correspondence, and maintains confidential employee personnel, medical, and Workers' Compensation files.

#### **Administrative Specialist III**

- Designs, creates content, edits, and formats Agency publications such as the annual Strategic Business Plans, financial annual reports, and various booklets, brochures, training documents, presentations, and handouts as needed.
- Manages Agency website; designs and writes content; recommends updates and improvements; coordinates with IT Analyst for best practices and compliance.
- Drafts new or revised policies and procedures for management review; finalizes and publishes.
- Fully manages the Agency document management system in collaboration with managers and supervisors; coordinates records retention schedules.
- Takes initiative to research applicable programs or procedures to improve Agency processes.

#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education and/or Experience**

Associate degree (A.A.) or equivalent from two-year college or technical school; or five years related experience and/or training; or equivalent combination of education and experience.

### **Interpersonal and Other Skills**

Ability to interact with others (co-workers, supervisors, customers, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

Ability to maintain a high level of integrity and confidentiality when dealing with sensitive and complex human resource issues.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

No certificates, licenses, or registrations are required for this position.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and arms, handle, feel, and talk or hear in person or on the telephone or radio. An employee is required to sit for periods of time. An employee is frequently required to walk, kneel, and crouch. The employee must be able to lift and/or move up 10 pounds, to shoulder height. Specific vision ability required by this job

include close vision, color vision, peripheral vision, and ability to adjust focus. Examples of the physical demands for this position, including their activity and duration, are available from Administration.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate and typical of a business office with computers and printers operating.

**SPECIAL REQUIREMENTS**

There are no special requirements for this job.

**RIGHT TO WORK DOCUMENTATION**

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

<b>Job Title:</b>	Administrative Specialist Series: I, II, III
<b>Department:</b>	Administration
<b>Report to:</b>	Administrative Services Manager
<b>FLSA Status:</b>	Non-Exempt
<b>Revision Dates:</b>	January 2020