

ADMINISTRATIVE AIDE

Definition/Summary

Under the supervision of the General Manager and the Assistant General Manager, the **Administrative Aide** plays a critical role in carrying out administrative work at the BCPUD's district office.

Essential Functions

- Gathers and organizes a variety of information and materials for the General Manager and Assistant General Manager.
- Establish and manage digital and paper filing systems.
- Tracks and pays invoices.
- Attends staff and committee meetings, developing and maintaining minutes, following as necessary with proper distribution of information and actions.
- Prepares correspondence, memoranda, and other items.
- Makes appointments and maintains appointment calendars.
- Answers telephone and receives office visitors, providing a variety of information about District policies, programs, and functions.
- Reviews letters, reports, records, and other items for accuracy, completeness, and compliance with established standards.
- Updates and maintains expenditure information.
- Manages payroll system and administers payments to employees.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Prepares bulk mailings to be sent to customers.
- Using their own personal vehicle, regularly transports and retrieves mail (~20 min drive).
- Using their own personal vehicle, regularly transports water and wastewater samples (~20 min drive).

Other Duties

- May provide work coordination for other office support staff.
- Maintains inventory of office supplies; places orders.
- Performs a variety of special studies and prepares reports.
- Operates a variety of office equipment and computers in the performance of work assignments.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Operations, procedures, policies, and precedents of the BCPUD.
- Office management principles, operations, and procedures.
- Development and maintenance of filing and recordkeeping systems.
- Fiscal recordkeeping.
- Computer systems and software applications related to District management support and administrative functions, including word processing and spreadsheet software, as appropriate.
- Correct English usage, spelling, grammar, and punctuation.
- Principles of work coordination.

Ability to:

- Perform a variety of complex and responsible administrative support work.
- Provide work coordination for other staff.
- Perform a variety of office management functions.
- Transcribe minutes and notes in conjunction with AI transcription service.
- Prepare a variety of correspondence.
- Perform research and prepare documents and reports.
- Maintain, update, and ensure the accuracy of fiscal records and data.
- Utilize computers and applicable software in the performance of office and administrative support assignments.
- Effectively represent the District, including its programs and policies, with the public and other agencies.

Typical Physical Activities

- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers and copiers.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

- Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.
 - Knowledge of QuickBooks
 - Knowledge of Microsoft365
- A typical way to obtain the knowledge and abilities would be:
 - Experience - Three years of increasingly responsible experience in performing a variety of office and administrative support work.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License will be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

ADMINISTRATIVE AIDE

Acknowledgement

Under the supervision of the General Manager and the Assistant General Manager, the **Administrative Aide** plays a critical role in carrying out administrative work at the BCPUD's district office.

Employee Name:

Reports to:

Grade:

Salary Range:

Status: Non-Exempt

Date:

Other: (i.e., Safety Sensitive, temporary, part-time, supervises, etc.)

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date