

HUMBOLDT COMMUNITY SERVICES DISTRICT  
JOB DESCRIPTION

**ADMINISTRATIVE ASSISTANT/BOARD SECRETARY**

Effective February 2024

**Definition**

To encourage continued professional growth and longevity with the District, the administrative series consists of three (3) individual classifications pertaining to one position: Administrative Assistant and Administrative Services Manager I and II. The Administrative Assistant represents the initial position of the administrative classification.

Under general supervision of the General Manager, this full-time non-exempt hourly classification assists the General Manager with a variety of administrative details and serves as Board Secretary; performs difficult and complex office support work. Additionally, the Administrative Assistant performs as the District's Payroll Technician responsible for payroll processes and personnel functions including administration of: health and welfare benefits, the District Department of Transportation (DOT) program, Human Resources data base records as well as maintaining District wide insurance programs including all claims.

**Essential Functions**

- Compiles material and other information, preparing and distributing the Board agenda under the direction of the General Manager.
- Take and transcribe notes and minutes of meetings.
- Attends Board meetings, develops and maintains minutes, distributes resolutions, ordinances, and actions, as necessary.
- As appointed Board Secretary, maintains official records of Board proceedings and actions.
- Updates District website data related to the Board, Human Resources, and other required postings.
- Prepares a variety of correspondence, memoranda, and other items as delegated by the General Manager and the Board of Directors.
- Reviews letters, reports, records, and other items for accuracy, completeness, and compliance with established standards.
- Assists with authoring and establishing District operating policies and procedures
- Reviews legislation and literature, preparing summary briefs and analysis for District management.
- Coordinates and administers employee/retiree health and welfare benefits programs.
- Provides operating Department support regarding human resource policies and issues.
- Organizes and carries out recruitment procedures including developing plans, schedules, job announcements, advertisements, applicant screening, interviews, and testing.
- Coordinates background checks, pre-employment physical exams, orientation (onboarding), and benefit enrollments.
- Efficient use of computers and applicable software in the performance of administrative support assignments and payroll processing.
- Effectively represents the District, including its programs and policies, with the public and other agencies.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

- Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the District's ability to provide critical public services impacting public health.

### **Other Duties**

- Operates a variety of office equipment and computers in the performance of work assignments.
- Provides supervision, training, and work coordination for other office support staff as required.
- Establishes and maintains a variety of records and files.
- Conducts salary reviews and salary studies as delegated.
- Identifies and monitors mandated training requirements.
- Conducts research, performs analysis, and prepares reports.
- Assists with Customer Service on an as needed basis.
- Operates a vehicle for various District errands
- Performs related duties as assigned.

### **Job Standards/Specifications**

#### **Knowledge of:**

- Principles and practices of office management, operations, and procedures, public personnel administration, including health and welfare benefit administration.
- Development and maintenance of filing and recordkeeping systems.
- Agenda preparation and distribution requirements for the District Board.
- Notification and publication requirements for Board actions, ordinances, and resolutions.
- Fiscal recordkeeping, analysis, budget development, and controls.
- Federal and State laws, rules, and regulations relating to public entity employment practices.
- Maintenance of position classification and employee compensation plan.
- Public Agency recruitment and selection methods and procedures.
- Personnel policy development and implementation.
- Computer systems and software applications related to District management support and administrative functions, principles of the District payroll system, including word-processing and spreadsheet software, as appropriate.
- Proper spelling, grammar, and punctuation in English; other languages desirable.
- Principles and practices of personnel administration.

#### **Ability to:**

- Meet deadlines and perform multiple tasks proficiently.
- Maintain a variety of confidential records and correspondence.
- Perform a variety of complex and responsible administrative support work for the General Manager and the Board of Directors.
- Prepare agenda, minutes, and records for the Board of Directors.
- Perform a variety of office management functions.
- Create comprehensive and concise correspondence, documents, and reports.
- Perform research, collect, organize, interpret, and evaluate a variety of information and data.
- Perform a variety of difficult and complex payroll maintenance and recordkeeping work.
- Research, analyze, and evaluate information regarding payroll transactions and net payments.
- Make arithmetic calculations quickly and accurately
- Maintain, update, and ensure the accuracy of fiscal records and data.

- Interpret laws, legislation, ordinances, and administrative policies and procedures.
- Type/keyboard at a minimum rate of 50 words per minute.
- Take and transcribe notes and minutes of meetings at a sufficient rate to meet job demands.
- Skillfully use computers and applicable software in the performance of office, administrative, payroll, personnel, and 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, printer/copiers, and FAX machines.
- Sits and/or stands for extended time periods.
- Hearing and vision within normal ranges with or without correction.

### **Environmental Factors**

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

### **Desirable Qualifications**

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education: Completion of advanced educational training in business or office administration, administrative analysis, human resources management, or closely related fields is highly desirable.

Experience: Two (2) years of increasingly responsible experience in performing a variety of office and administrative/personnel development and administration, including experience with recruitment and selection, position classification, benefit administration, maintaining and updating payroll systems, performing statistical and financial recordkeeping, support work, and preferably including at least one (1) year in a supervisory or lead position.

### **License Certificate Registration Requirement**

Driver License: Possession of a valid California Class C Driver License may 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.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

**Other Requirements:**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

*This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.*

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**Employee Acknowledgement**

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

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. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

I have received and read this Job Description, fully understand it and freely agree to its terms.

**Dated**\_\_\_\_\_

**Employee Signature**\_\_\_\_\_