



Class Code: 04-2036
FLSA: Non-exempt
EEO: 6
Bargaining Unit: 4
Revised: 10/2020

ADMINISTRATIVE ASSISTANT, SENIOR

DEFINITION

Under direction, to serve as primary coordinator and provide a variety of administrative support for an assigned County department head and department; to perform administrative, staff, and office management duties; to perform difficult, complex, and specialized office support, information gathering, information preparation, and public relations assignments; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized Senior Administrative Assistant classification. Incumbents provide specialized administrative support work. Incumbents also oversee and coordinate office and administrative support functions.

The Administrative Assistant, Senior is distinguished from the Administrative Assistant by the fact that the Administrative Assistant, Senior performs a wider variety of more difficult and/or specialized support work.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from department head or management staff, depending on the assigned functional area. Exercises no direct supervision over staff. May provide lead direction, work coordination, and training, as assigned.

CLASSIFICATIONS SUPERVISED

May provide lead direction, work coordination, and training, as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Serves as primary administrative staff support for a County department head and department
- Performs a variety of office management, administrative support, and fiscal support assignments
- Performs public information and relations assignments, including receiving office visitors and telephone calls
- Providing comprehensive information about policies, functions, and procedures
- May assist the public with application and permit procedures, including preliminary review of material submitted to support applications
- Assists with the development and control of the department budget
- Maintains and tracks a variety of fiscal and budget control journals, documents, and reports
- Prepares and submits activity reports and reports required by other government agencies
- Maintains and submits payroll documents and records
- Establishes and updates information retrieval systems
- Prepares purchasing documents and facilitates purchasing procedures
- Gathers, organizes, and summarizes a variety of data and information
- Performs special projects and prepares reports; prepares correspondence and informational materials
- May coordinate preparation and submission of grants
- Prepares agenda materials for meetings

- May attend meetings and take notes
- Operates computers, maintaining and updating files and databases
- Generates computer reports
- Performs word processing
- May have lead worker or full supervisory responsibilities for other staff.
- Other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- County and department policies, rules, and regulations.
- Laws, rules, and regulations affecting the assigned department's operations and programs.
- Establishment and maintenance of files and information retrieval systems.
- Modern office management methods and procedures.
- Budget development and control.
- Public and community relations.
- Purchasing methods and procedures.
- Account and statistical record keeping.
- Proper English usage, spelling, grammar, and punctuation.
- Personal computers and software applications related to administrative support work.
- Principles of lead direction, work coordination, and supervision.

Ability to:

- Perform a wide variety of complex and specialized administrative support work for an assigned department and department head.
- Interpret, explain, and apply a variety of County and department policies, rules, and regulations.
- Provide lead direction, work coordination, or supervision for other support staff, as assigned.
- Work with considerable independence and initiative while exercising good judgment in recognizing scope of authority.
- Gather, organize, analyze, and present a variety of data and information.
- Provide support for maintenance and control of a department budget.
- Prepare clear, concise, and accurate records and reports.
- Prepare public relations and informational material.
- Take and transcribe notes of dictation and meetings.
- Use a personal computer and software for word processing and administrative support work.
- Deal tactfully and courteously with the public, representatives of other agencies, and other County staff when explaining the functions and policies of the department where assigned.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

DESIRABLE QUALIFICATIONS

Licensing and Certifications:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Training and Experience:

Five (5) years of increasingly responsible work experience performing a variety of administrative and complex office support work, including substantial experience in maintaining fiscal information and including substantial public contact.

Additional directly related education and/or experience may be substituted.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and occasionally in the field where they may be exposed to inclement weather. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces.

Positions in this class may require local and statewide travel as necessary.

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.