

## ENCINA WASTEWATER AUTHORITY

**DATE:** September 2022  
**POSITION TITLE:** Administrative Assistant II  
**DEPARTMENT:** Administrative Services  
**REPORTS TO:** Board Secretary/Executive Assistant  
**FLSA STATUS:** Nonexempt

**POSITION SUMMARY:** Under the general direction of the Board Secretary/Executive Assistant and the Director of Administrative Services, this position is a clerical position and requires clerical skills and some previous clerical experience. Initially under close supervision, incumbent learns and performs a variety of duties in general clerical, receptionist, accounting data entry, and customer service work. Performs related duties as assigned.

**SUPERVISORY DIMENSIONS:** None

### ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Practice and promote the Authority's Mission, Vision, and Values.
- Answers telephone, greets visitors, and relays information to the appropriate party in a timely, accurate, and confidential fashion. Provides directions to visitors arriving for Board meetings or other public meetings to the proper meeting room; distributes agendas and other pertinent materials; directs visitors to appropriate staff.
- Compiles routine reports by extracting and/or tabulating information from a variety of sources such as files, correspondence, meeting notes, logs, previous reports, and/or oral instruction; marks, copies, tabulates, and files correspondence, agenda packages, reports, memos, articles, and records in filing systems, or document management systems such as SharePoint.
- Picks up incoming mail from mailbox/post office; opens, sorts, and distributes mail, memos, and messages; collects outgoing mail, affixes appropriate postage, and delivers to mailbox/post office; operates scanner and computer for electronic document storage and retrieval; collects and distributes a variety of paperwork, materials, and supplies; picks up a variety of materials from outside vendors; delivers documents and notices to customers and others.

- Uses Enterprise Resource Planning (ERP) MUNIS software to process; enter invoices; monitors accounts payable mailboxes; verify account codes for proper assignment of budgetary expenditures; acts as first line of contact with vendors regarding billing problems. Processes invoices for the success of check run which are typically run biweekly.
- Assist Human Resources with collecting applications for vacant positions, setting up interviews and contacting applicants for interviews.
- Acts as backup for preparations of EWA agenda items when required.
- Acts as back up for preparation and distribution of Board and committee agenda packages.
- Assist with administrative orientation and new Board member orientations.
- Assist with Conflict-of-Interest Forms and other filings that are required.
- Assist with screening calls for General Manager, Assistant General Manager or any other staff members as required.
- Types, formats, and prints documents such as letters, memos, reports, graphs, tables, etc. using Microsoft Office Suite or other Windows applications.
- Collects and reviews Authority purchasing card expenses and reviews account information.
- Prepares purchase requisitions and ensures that office supplies are adequately stocked.
- Responsible for ordering office supplies for various departments.
- Assist with updating administrative departmental step by step procedures process and making recommendations.
- Assist with preparing or records miscellaneous cash receipts and journal entries.
- Assist with the distribution of petty cash disbursements and prepares reconciliation.
- Assist with processing accounts receivables invoices and reviews aging report. Follows up with vendors and staff members.
- Assist with maintaining vendor files to ensure the EWA maintains compliance with state and federal reporting requirements.
- Assist with preparing member agency wastewater services billings, fats oils and grease services, fertilizer sales, brewery waste, resource sharing, laboratory services, non-routine compliance, and other invoices in compliance with applicable administrative procedures.
- Assist with tasks associated with pulling required documentation to support annual independent audit when necessary.
- Prepares vendor credit letters and assist with maintaining vendor files such as W-9's.
- Responsible for covering for leaves for other team members.

- Performs other duties of a similar nature or level.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills and Physical Abilities Required For These Duties:

- Ability to learn, interpret and apply federal, state, organizational and departmental policies, procedures, rules, and conventions; understand and follow directions.
- Ability to work with employees and vendors in a tactful and diplomatic manner to establish and maintain cooperative working relationships.
- Excellent oral and written communication skills.
- Ability to make computations; general understanding of and experience with computer uses in financial management; and involvement with processing accounts payable, accounts receivable and payroll.
- Ability to use a personal computer for a variety of financial and reporting applications including Microsoft Office Suite and Enterprise Resource Planning Systems – Tyler Technologies MUNIS.
- Principles and practices of basic record keeping.
- Knowledge of modern office methods and practices, including filing systems, receptionist techniques, business correspondence, and office equipment operation.
- Knowledge of records and reports; learn and understands the laws, rules and policies governing the operation of the Joint Powers Authority.
- Must have the ability to prioritize and maintain confidentiality.
- Proper English usage, including spelling, grammar, and punctuation.

**EDUCATION AND EXPERIENCE REQUIREMENT:** Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities is qualifying. A typical background would include: Graduation from high school and recent experience that demonstrates the application and knowledge and abilities listed. Preferred background includes accredited four-year college or university with a Bachelor's degree in administration, accounting or related discipline.

**PROMOTIONAL OPPORTUNITY:** Promotion to Administrative Assistant II may be made after the Administrative Assistant I successfully complete at least one-year probationary period; and is able to demonstrate that they have been trained on all aspects of the administrative assistant job duties listed above; successfully completes at least four (4) agenda package processing independently; demonstrates

knowledge of applicable federal, state, organizational and departmental policies. Demonstrates competence in the performance of EWA's administrative functions deemed appropriate by the Board Secretary/Executive Assistant and the Director of Administrative Services.

**LICENSE REQUIREMENT:** Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes cause for termination.

**CONFIDENTIALITY STATEMENT:** This position requires access to documents and/or records that may be considered confidential. Material of this nature must be handled appropriately to maintain its confidential nature. Failure to maintain the confidential nature of appropriately classified material may result in disciplinary action up to and including termination.

#### **PHYSICAL AND MENTAL DEMANDS:**

##### **Physical Demands**

While performing the duties of this position, an employee is regularly required to sit, stand and walk; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

Employee must be able to take actions that will protect his/her own safety and the safety of others in a dynamic, changing and inherently dangerous work environment. Employee must have ability to accurately perceive and avoid potentially hazardous changes in elevation, overhead risks, and automatically starting equipment in the work environment, as well as the ability to detect by smell the presence of hazardous chemicals, compounds, and gases.

##### **Mental Demands**

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with other managers, board members, government officials, regulators, employees, and the public.

**WORK ENVIRONMENT:** The employee normally works in an office environment typical for a regional wastewater treatment and disposal enterprise. Noise levels are usually low to moderate.

**QUALIFICATIONS:** Possession of a good driving record; ability to be insured by the Authority's insurance carrier; ability to read, write, speak and comprehend English; ability to pass post-offer physical examination that is job-related and consistent with business necessity. Rejected applicants will be made aware of the basis for any disqualification decision. In addition, before a final determination is made, applicants who do not pass the post-offer physical examination will be allowed to submit independent medical opinions for consideration.

**RIGHT TO WORK REQUIREMENT:** Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

**The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.**

**The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.**

**Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation.**