JOB DESCRIPTION

Coachella Valley Water District

**TITLE**: Administrative Assistant I  
**SRN 28**: 

**DEPARTMENT**: Engineering  
**SECTION**: Administration

**REPORTING RELATIONSHIP**: 
Reports to: Director of Engineering  
Supervises the following positions: Not applicable

**DISTINGUISHING CHARACTERISTICS**: 
Initially under direct supervision, incumbents learn to perform a variety of administrative duties for the Director of Engineering, Engineering Managers, Engineering Staff, Director of Environmental Services and Environmental Services Staff.

**ESSENTIAL FUNCTIONS**: 

1. Oversees the Engineering/Environmental Services reception area and the needs of the Engineering and Environmental Services Departments. Trains new personnel on administration policies and procedures.

2. Oversees preparation of Word and Excel documents and manages associated files and records.

3. Accurately type letters, reports, technical specifications, bid advertisements, Board Agenda Items, forms, lists and schedules from rough drafts, notes or verbal instruction.

4. Accurately prepare Excel spreadsheets from rough drafts, notes or verbal instruction.

5. Accurately prepare documents in SIRE and Sungard.

6. Administer Construction Inspection scheduling and associated Sungard input.

7. Assists with annual Operating Budget and Capital Improvement Plan compilation.

8. Trains new personnel on word processing, spreadsheet, SIRE and Sungard procedures.

9. Oversees office and warehouse supply orders; receives and distributes payroll checks; distributes incoming and outgoing mail; and schedules and reserves meeting rooms upon request.

10. Performs the duties of a Notary Public.

11. Provides quality control of all essential functions.
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MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification. Certified Notary Public.

Experience: Training and experience that would provide the required knowledge and abilities. A minimum of 5 years of extensive technical administrative assistant experience is preferred.

Knowledge of: -Correct English usage, spelling, grammar and punctuation.
-Modern office practices and procedures.
-Office equipment and their operation, including personal computer, printer and copy/fax/scan
-Microsoft Word and Microsoft Excel.
-SIRE and Sungard

Abilities: -Perform word processing duties involving use of independent judgement and requiring accuracy and speed.
-Type at a speed of at least 50 words a minute from copy.
-Learn, interpret, and apply procedures and policies.
-Follow oral and written directions.
-Deal tactfully and courteously with customers and Board members.
-Establish and maintain cooperative working relations with those contacted in the course of work.
-Operate a personal computer and printer
-Operate a variety of copy/fax/scan equipment.
-Operate a multiple extension telephone.
-Work overtime as required.

Education: High School Diploma or equivalent required. Associates Degree or Bachelor’s Degree preferred. Word, Excel and other office related and management courses desired.

PHYSICAL REQUIREMENTS:

Driving: Low.

Sit for prolonged periods of time operating a personal computer.

See Human Resources for physical assessment form.