JOB DESCRIPTION

TITLE: OFFICE ASSISTANT/DATA ENTRY OPERATOR II  SECTION: ENGINEERING ADMINISTRATION

DEPARTMENT: ENGINEERING  SRN 18:

REPORTING RELATIONSHIP:

Reports to: Director of Engineering

Supervises the following positions: Not applicable

DEFINITION: Under general supervision, performs a wide variety of administrative duties for the Engineering Department and other related work as required.

ESSENTIAL FUNCTIONS:

1. Assists the Director of Engineering with scheduling & calendar, meetings, files, memoranda, letters, reports, data analysis, communications and daily routine management of the Engineering Department.

2. Covers Engineering Department non-voice mail telephone calls and takes messages or routes calls as necessary. Answers questions and assists customers with problems or complaints.

3. Coordinates preparation of Environmental Assessment Committee (EAC) and Board of Directors Project Authorization (PA) agenda and documents with the District Secretary and Engineering staff.

4. Provides prompt and courteous service to customers at the Engineering counter. Refers customer to appropriate Engineering Department personnel and provides District policy and procedure information when required.

5. Maintains a variety of technical files and confidential personnel files.

6. Maintains a database of approved architects, engineering consultants and construction contractors for use in requesting proposals and advertising bids.

7. Assists with the preparation and submittal of Engineering time sheets.

8. Coordinates preparation of the monthly General Manager’s Report, quarterly Key Project reports and quarterly Project Status Reports.

9. Sorts and distributes incoming mail to appropriate Engineering personnel.

10. Operates a computer work station using district office software.
ESSENTIAL FUNCTIONS (Cont.):

11. Assists engineers in the bidding of construction projects and requesting consulting proposals.

12. Prepares written correspondences and memos.

13. Attends staff and project meetings and prepares meeting minutes.

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.

Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way would be to have two years of increasingly responsible secretarial and clerical experience.

Knowledge of:
- The operations, procedures, specific rules of the District, together with the ability to apply them with good judgement.
- Modern office methods, practices, and equipment.
- Business English, including vocabulary, correct grammatical usage, spelling and punctuation.
- Word processing, spreadsheet and PowerPoint operations on an IBM PC compatible computer.

Abilities:
- Performs difficult and responsible clerical work with speed and accuracy.
- Analyzes situations and makes decisions in procedural matters without immediate supervision.
- Works tactfully, effectively, and courteously with people contacted in the course of work.
- Types at a speed of 50 wpm from copy.
- Understands and carries out oral and written directions.
- Use two-way radio to communicate with District personnel clearly and effectively.

PHYSICAL REQUIREMENTS:

Driving: Light

See Human Resources for physical assessment form.