
California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Job Description – Administrative Assistant

POLICY NUMBER: 2903

2903.1 General Job Description

Under the direction of the General Manager or Department Manager and with a minimum of supervision, provides administrative and secretarial support

- (a) schedules and organizes meetings, travel, conferences and department activities for upper level management and supporting staff. Maintains personal calendars for key personnel;
- (b) designs and prepares general correspondence, memos, charts, tables, graphs, etc.;
- (c) sorts, opens, prioritizes and distributes mail;
- (d) drafts responses to written correspondence or replies by phone or e-mail when necessary. Responds to regularly occurring requests for information.
- (e) works independently and within a team on special nonrecurring and ongoing projects. May act as project manager for special projects;
- (f) develops, maintains and updates filing systems. Retrieves information from files as needed. Maintains and updates library of trade journals and magazines;
- (g) orders office supplies;
- (h) may provide relief for Receptionist and covers phones as needed.

2903.2 Prerequisite Qualifications

2903.2.1 High school diploma or general education degree (GED) and two to four years of administrative experience or training.

2903.2.2 Intermediate working knowledge of Microsoft Office or applicable applications.

2903.2.3 Valid California driver license and satisfactory driving record.

2903.3 Desirable Qualifications.

2903.3.1 Knowledge of correct English grammar, spelling and punctuation; ability to write and speak effectively with all levels of district staff and external contacts.

2903.3.2 Understanding of basic math and elementary accounting principles.

2903.3.3 Knowledge of modern office methods, practices and equipment.

2903.3.4 Ability to manage time independently and prioritize projects in order to meet established deadlines.