



CAMBRIA COMMUNITY SERVICES DISTRICT POSITION SPECIFICATION

Position	Confidential Administrative Assistant
Organization	Cambria Community Services District
Location	Cambria, California
Reports to	General Manager
Website	www.cambriacsd.org

ABOUT THE JOB

Under the direction of the General Manager, the Confidential Administrative Assistant serves in an administrative capacity for the Administration Department and provides direct support to the General Manager. The Confidential Administrative Assistant manages information technology, records management, and board secretary duties and assists in negotiations and costing.

This is a position within the Management and Confidential Employee group.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to:

- Provides direct support to the General Manager.
- Oversees the analysis, maintenance, and communication of records required by law, local governing bodies, or other departments, including confidential communications related to negotiations.
- Analyzes wage and salary reports and data to determine competitive compensation plans and to assist with negotiations and proposals.
- Receive and process requests for documents; create, update and maintain lists, charts, spreadsheets, calendars, forms, certificates, and related documents used to assist the General Manager in negotiations and other employee-related matters.
- Assist the department; gather, interpret, and prepare data for studies, reports, recommendations, and negotiations; coordinate department activities with other departments and agencies as needed.
- Performs complex and confidential clerical and administrative support duties to assist General Manager with oversight of the District and negotiations.

- Coordinates various communications and activities among District staff, vendors, and the public.
- Attends to office administrative duties, such as keeping informed of departmental activities, transmitting information, ordering, and coordinating supplies.
- Performs departmental fiscal tasks such as assisting in budget preparation, tracking budget line items, coding invoices and purchasing orders for payment approval.
- Prepares a variety of routine reports, memoranda, correspondence, and documents.
- Handles liability and property claims.
- Performs special research projects and other administrative tasks as assigned.
- Manages the Vector Solutions training program for employees, directors, committee members, and commission members.
- Manages the District's Department of Motor Vehicle Employer Pull Notice Program.
- Supervises and oversees vendor contracts for Information Technology and ensures proper functionality and alignment of the system with CCSD policies and procedures.
- Arranges for equipment purchases and maintenance.
- CCSD website administrator.
- Supervises and oversees contract insurance review with the District's insurance company.
- Maintains District records in the Administration Department by filing and indexing materials alphabetically and numerically; conducts file and record searches.
- Manages the records retention and permanent repository and works with other departments on records retention and destruction.
- Provide prompt, professional, and courteous customer service to the public, elected and appointed officials, and District employees as the Board Secretary.
- Ensures that the District Board, standing committees, and commission meetings comply with the requirement of the Brown Act.
- Administers recruitment and selection process for members of the standing committees and commission; ensures members receive proper orientation and training; administers and files oath of office forms.
- Assists the General Manager and District Attorney in preparing agendas, notices, minutes, and resolutions for the District Board.
- Assists and prepares agenda items relating to personnel matters; assists in preparing documents used in the collective bargaining process and/or negotiations, including, but not limited to, bargaining proposals.
- Coordinates the production of District staff reports, resolutions, ordinances, legal notices, agendas, agenda packets, and supporting materials.
- Attends Board meetings, takes minutes, and disseminates information related to District actions; ensures legal notification has been given; follows up on the agenda items after every meeting.
- Acts as District's election official to administer and conduct municipal elections when required and coordinates with the County for certain responsibilities during consolidated elections.
- Administers the provisions of various State laws, including the Public Records Act, and responds to Public Records Act requests.
- Serves as the Filing officer for State and District mandated campaign statements, statements of economic interest, and other similar filings; facilitates the biennial review and update of the District's Conflict of Interest

Code.

- Manages the processing, indexing, codification, certification, recordation, and maintenance of vital records, including ordinances, resolutions, deeds, contracts, and other documents in accordance with statutory requirements.
- Updates and maintains a variety of District regulations, policies, and handbooks; interprets said documents for staff and the general public.
- Updates the District's website with agendas, agenda packets, notices, executed ordinances, executed resolutions, bylaws, and goals and objectives.
- Digitize and scan all District records, including resolutions and ordinances, to Laserfiche.
- Create electronic versions of various documents for the District's use.
- Composes, types, edits, and proofreads various correspondence, including reports, memoranda, negotiation proposals, and other material requiring judgment regarding content, accuracy, and completeness. Assists with typing notes during negotiation meetings and grievance-related matters and prepares related documents.
- Performs related duties as required.

KNOWLEDGE/SKILLS/ABILITIES

- Operate standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful and to actively participate in maintaining a positive customer service environment.
- Communicate clearly and concisely, both orally and in writing.
- Conduct transactions with the public and CCSD employees; answers questions, provide information, and schedule appointments.
- Prepare business letters, reports, and various correspondence.
- Correct English usage, grammar, spelling, punctuation, and basic math.
- Knowledge of computer applications, including Microsoft Office Suite, Adobe, Streamline, and Laserfiche.
- Records management and filing principles and practices.
- Ability to learn specialized departmental computer software and web-based applications.
- Prioritize and organize multiple work activities to effectively meet deadlines.
- Work with minimal supervision.
- Learn, interpret, and apply departmental and CCSD personnel policies and procedures; learn basic federal, state, and local laws, codes, regulations, policies, and procedures.
- Maintain confidentiality of records and files.
- Exercise discretion and tact in processing documents and information of a confidential or sensitive nature.
- Participate in developing reports and recommendations. Establish and maintain accurate records and reports.
- Use independent judgment and discretion.

REQUIRED QUALIFICATIONS

EXPERIENCE: Any combination of experience and/or education likely to provide the knowledge and skills necessary to perform all essential duties and responsibilities satisfactorily. Experience with a public agency is highly desirable.

EDUCATION: A Bachelor's degree from an accredited college or university with a major in Public Administration, Business Administration, or Business Management.

LICENSE: Must possess a valid California class "C" driver's license and maintain insurability.