



Fair Oaks Water District Job Description

Administrative Specialist

DEPARTMENT: Finance & Administration
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Finance Manager
DIRECTLY SUPERVISES: N/A
JOB DESCRIPTION DATE: November 1, 2021
ANNUAL SALARY RANGE: \$51,168.00 – \$69,076.80
JOB CLASSIFICATION: Regular Full-Time

General Statement of Job

Under the direct supervision of the Finance Manager, the Administrative Specialist performs a wide variety of responsible administrative work in support of the management team. This work requires the application of highly developed administrative and technical skills in such areas as finance, purchasing, contract administration support, data analysis and entry, website maintenance, onsite IT support, report writing, and records retention, among other responsibilities.

Essential Functions

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Provides administrative support to management staff.
2. Acts as District's purchasing agent; solicits sources of supplies and analyzes prices, discount rates, delivery dates, transportation charges, previous performance, commitments and indications of financial responsibility and recommends the most advantageous offer for the District's goods and services.
3. Reconciles bank statements.
4. Maintains and monitors compliance deadlines.
5. Maintains landline phone system and cell phone program.
6. Assembles and compiles Board meeting materials and minutes.
7. Maintains and updates content on District website as directed by management.
8. Tracks safety and safety inspections.
9. Assists with financial reconciliations.
10. Prepares bid packages, including purchasing specifications and proposal requests, assists in analyzing responses to identify which one best meets the District's needs.
11. Performs commonly used methods to award and cost analysis functions to perform well-defined and contract actions.
12. Maintains file for each contract including original contract, all correspondence, amendments, clarifications and payment schedules.
13. Assists in ensuring that the contractor is in compliance with labor, legal requirements and government regulations related to labor compliance.

14. Provides contract summaries and ensures contract is executed in accordance with the District's policies and procedures.
15. Responsible for processing budget transfers, project adjustments and ensuring approved project setup, billing and close-out.
16. Schedules meetings involving multiple participants and/or locations; prepares and distributes agendas and meeting materials; maintains appointment calendars for management.
17. Sets up and maintains meeting rooms and equipment, including the Board room.
18. Acts as onsite information technology support.
19. Coordinates audit of external information technology services.
20. Maintains, and updates filing systems in accordance with records retention programs; documents retention storage; creates reference material.
21. Responsible for maintaining Board Policies, Resolutions, and other documents.
22. Responsible for reviewing, proofreading, and finalizing assigned documents.
23. Compiles statistical data to create reports and track information.
24. Prepares presentations, newsletter bill inserts, information pamphlets and other documents as assigned.
25. Assists with obtaining, implementing and maintaining grant programs.
26. Assists with year-end audit.
27. Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
28. Maintains records in accordance with District policy and procedures.
29. May work overtime as required with additional compensation.

Job Standards/Specifications

Knowledge of:

- Research and report preparation, including technical report and business letter writing.
- Principles and practices of organization and administrative support.
- Principles and practices of contract administration.
- Principles and procedures of fiscal, administrative and statistical record keeping, reporting and compliance.
- Principles, procedures, and practices related to the purchasing of materials and equipment for a public agency.
- Principles and practice of document maintenance using electronic and manual document filing and retrieval systems.
- Advanced clerical techniques and skills, including attention to detail and interpersonal skills.
- Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, databases and web maintenance.

Ability to:

- Provide highly specialized administrative support to the management team as assigned.
- Listen and communicate effectively both orally and in writing with a mastery of English grammar, business writing, punctuation, and spelling; ability to compose and appropriately format correspondence and reports.
- Work independently using good judgment, tact, and discretion.
- Establish and maintain effective working relationships within the District, agencies, suppliers, vendors, and the public.
- Utilize standard office equipment and Microsoft suite of computer software.
- Prepare and present clear, concise, accurate and complete documents.
- Review documents, make recommendations and necessary changes.

- Coordinate and prioritize multiple administrative, clerical and financial tasks or activities.
- Analyze facts and make sound recommendations.
- Plan, initiate and complete work assignments with minimum direction.
- Efficiently operate computers and applicable software.
- Maintain accurate records and filing system.
- Apply general finance principles to the analysis of financial and accounting transactions.

Typical Physical Activities

- Exert light to moderate physical effort in sedentary to moderate work involving sitting most of the time but may involve walking or standing for brief periods.
- Use fine and gross motor coordination in preparing reports and walking to meetings, driving and entering data into the computer.
- Travel by vehicle for FOWD related duties and activities.
- Coordinate eyes, hands and fingers to perform semi-skilled tasks including typing and calculating.
- Hearing and vision within normal ranges with or without correction.
- Work may require lifting up to 30 pounds unaided.

Environmental Factors

- Work primarily in an office environment, some outdoor work may be required.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desired Qualifications

- Bachelor’s degree in business administration or a related field.
- Minimum of three years’ professional experience performing high level administrative and related work.
- Experience and competency in composing business letters, reports and other office correspondence.
- Ability to take initiative and plan, organize, coordinate and perform work in various situations with diverse demands.
- Advanced skill in current Microsoft Office applications.
- Any combination of education, training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

Required Licenses/Certifications

- Valid California driver’s license.
- High School Diploma.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read and understand the above job description.

Name (Please Print):

Signature:

Date:

Supervisor (Please Print):

Signature:

Date:

General Manager: Tom R. Gray

Signature:

Date: