



ROSS VALLEY SANITARY DISTRICT

2960 Kerner Blvd
San Rafael, CA 94901
(415) 259-2949 ~ rvsd.org

JOB DESCRIPTION

TITLE	SALARY	DATE	REVISION
Administrative Assistant	Range 16: \$5,142 - \$6,562/month (FY11-12)	July 1, 2011	1c
NOTES	The Administrative Assistant position is a historical district position that provides Customer Service and support for all Departments.		

INTRODUCTION

The Ross Valley Sanitary District is located in beautiful and culturally rich Marin County, halfway between San Francisco and California's famous wine country. Founded in 1899, RVSD is one of the oldest sanitary districts in Marin County. It provides wastewater collection for the 55,000 residents of the Ross Valley towns and communities of: Fairfax, San Anselmo, Ross, City of Larkspur (including Bon Air), and the unincorporated areas known as Sleepy Hollow, Kentfield, Kent Woodlands, Oak Manor, Greenbrae, Murray Park, San Quentin Village, and California State Prison at San Quentin.

This position requires a highly-motivated and organized individual who will serve under the direction and supervision of the Business Manager. This position will perform secretarial, receptionist, and administrative tasks, some of which are complex and confidential in nature. Prior experience working with the public and other public agencies is desirable.

This journey-level position is distinguished from the Clerk/Receptionist position in that this position generally works with minimal supervision; performs a broader range of more technically complex tasks and is responsible for the planning and organization of the clerical support functions to ensure that work is managed on a priority basis and completed in a timely manner. Serves as a resource to the general public regarding District policy and procedure; issues permits.

ESSENTIAL KNOWLEDGE, DUTIES AND RESPONSIBILITIES

Under general direction:

- Typing and filing
- Type and/or transcribe a variety of written material from handwritten copy and/or audio recordings
- Compose memos, reports, and other correspondence as requested
- Check all work for accuracy, correct English usage, completeness, and compliance with instructions
- Operate the District's office equipment
- Maintain a variety of information files and records regarding blockages, line repairs, pump station maintenance, personnel, budget, capital improvements and purchasing
- Consolidate and close files for storage
- Maintain manuals and update resource materials
- Research, compile, and analyze data for special projects and various reports
- Obtain competitive price quotes for the purchase of various District materials, equipment, and vehicles
- Coordinate completion of contract documents for capital improvement projects
- Serve as receptionist and radio dispatcher, screening telephone calls and visitors, referring inquiries as appropriate, and responding to complaints and requests for information as set out in District policies and procedures
- Provide support for Accounting with data entry and filing of confidential records
- Review plans, calculate and collect permit fees
- Calculate and apply amounts, collect fees, and maintain records and files regarding payment and development
- Respond to a wide variety of general and standard questions and inquiries from District staff, contractors, builders, realtors, engineers, and the general public regarding District regulations and permit requirements
- Review permits issued reports from building departments of jurisdiction, sending letters to holders of newly issued permits for new residences informing them of the need to obtain a sewer connection permit, and placing holds with building department jurisdiction
- Organize District Board Meeting agendas and draft resolutions and ordinances as needed, using similar items and/or edit drafts from District Counsel
- Coordinate filing of annual for 730 & 721 Conflict of Interest Reports by Board Members and office management staff with the County of Marin and Statement of Facts reports (Government Code Section 53051) with the County Clerk and Secretary of State for new Board Members and/or a change in Board officers or addresses
- Attend specified meeting, take minutes, and transcribe notes into typewritten minutes format
- Perform other duties as requested

Special abilities:

- Knowledge of modern office methods, procedures, and equipment, including word processing equipment
- Knowledge of business English usage, spelling, grammar, and punctuation
- Knowledge of policies, regulations, specifications, and requirements governing permits for construction or extension of sewer systems and facilities
- Possession of basic supervisory communication techniques
- Ability to compile and maintain records and files
- Ability to plan, organize, and manage the clerical support functions of the office to ensure that work is handled on a priority basis and completed in a timely manner
- Ability to communicate effectively, both orally and in writing, with those contacted in the course of work
- Ability to meet established deadlines
- Ability to understand the organization and operation of the District and related outside agencies as necessary to carry out assigned responsibilities

EDUCATION/EXPERIENCE REQUIREMENTS

Education to the equivalent of twelfth grade; **AND** at least three years of increasingly responsible secretarial/clerical/administrative and public contact experience.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL AND LEADERSHIP REQUIREMENTS

- Sitting at desk and at meetings for long periods of time: 60 - 80% (Heavy PC use)
- Standing: 5-10%
- Walking: 5-10%
- Bending Stooping/ Lifting up to 35 pounds: 5-10%
- Both large and fine hand movements
- Interact with public
- Inspect paperwork (e.g. spreadsheets, reports, memos, authoritative literature)
- Operate passenger vehicles occasionally
- Be able to work in an office environment and maintain professional relationships
- Be proficient with time management and task allocation limits
- Dress in a professional manner consistent with executive standards
- Other requirements as necessary or directed