



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ADMINISTRATIVE ASSISTANT II

<b>Group-Section:</b> Various	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 35 <b>Job #:</b> VA05
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### JOB SUMMARY

This is the journey level position performing Administrative Assistant II job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent requiring judgment and initiative in locating, selecting, and applying the most appropriate guidelines, references, resources, and procedures and in making minor deviations in specific situations. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred.

### OVERSIGHT

**Supervision Received:** The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

**Supervision Given:** May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

### JOB DUTIES

1. Researches, gathers, reviews, and analyzes data; prepares data summaries; and assists in the preparation of surveys, studies, and reports.
2. Prepares a variety of office correspondence; develops and revises forms for internal use; and develops charts and graphs.
3. Reviews, processes, and tracks travel authorization requests and expense reimbursements; makes travel arrangements and prepares expense reports.
4. Assists with preparation and coordination of annual budget documents.
5. May act as a purchasing coordinator reviewing requisitions and scopes of work, identifying new sources of supply, comparing quotes, negotiating terms and conditions, and awarding non-bid contracts for procurement of goods and services.
6. Assists with preparing scope of work and specifications, conducting job walks, reviewing informal bid responses, and monitoring contract compliance.
7. Reviews and processes requests for payments.

8. May assist with record retention, asset tracking and salvage duties.
9. May act as Training Coordinator processing employee training requests, scheduling/registering employees, tracking enrollment, maintaining training records, and at times assisting with preparation of employee training plans.
10. Assists with providing support for Board committee meetings including transcribing, preparing minutes and coordinating the preparation, editing, reviewing, and posting of Board letters.
11. Performs other related Administrative Assistant job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** A high school diploma or general education development test (GED) and five years of relevant experience; or Associate's Degree from an accredited college or university in a related field and three years of relevant experience; or Bachelor's Degree from an accredited college or university in a related field and one year of relevant experience; or two years in a MWD Administrative Assistant I classification.

**Required Knowledge of:** Administrative procedures and systems; methods and techniques of data collection, report preparation and basic analysis and research; basic budgeting concepts; and current office technology and equipment.

**Required Skills and Abilities to:** Make arithmetic computations with speed and accuracy; and apply business policies and procedures; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

#### **Certificates**

- None

#### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

#### **Registrations**

- None

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements.