



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ADMINISTRATIVE ASSISTANT III

<b>Group-Section:</b> Various	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 38 <b>Job Code #:</b> VC03
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### JOB SUMMARY

This is the journey level performing Administrative Assistant III job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

### OVERSIGHT

**Supervision Received:** Receives direction from the Team, Unit, Section, Assistant Group, or Group Manager.

**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. Performs complicated or technical research studies, analyses, organization and design studies necessary to complete complex reports; prepares correspondence and memoranda.
2. Responsible and accountable for the complete preparation of accounting reports, operations and maintenance activity reports, accident claims, Human Resources reports and requests.
3. Handles a wide range of administrative functions and exercises wide latitude in the decision-making process relating to complex matters. Interprets and acts in conformance to Metropolitan policies, practices and procedures.
4. Administers and processes all blanket order releases; resolves procurement problems.
5. Attends and participates in a variety of meetings; prepares a variety of reports and agendas; disseminates information to Metropolitan staff.
6. Performs data entry functions; maintains, inputs, corrects, and updates data; verifies data for accuracy and completeness.
7. Performs clerical accounting duties; receives, audits and prepares invoices for payment including travel reimbursements and purchase orders; matches invoices to purchase orders; issues release for payment.

8. Requisitions materials and supplies as required; recommends the purchase of office equipment and furniture; prepares, files and records purchase orders.
9. Administers and processes a variety of contracts including construction, purchasing, and vendor contracts, preparing consulting agreements; reviews contracts and agreements for appropriate language, and monitors compliance.
10. Compiles data for budget preparation within assigned area; updates and maintains monthly cost tracking reports.
11. May assist in a variety of operational and special projects and assignments as requested.
12. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

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

**Required Knowledge of:** Methods and techniques of data collection, analysis, research and report preparation; principles and procedures of data entry and record keeping; principles of business letter writing and report preparation; English usage, spelling, grammar and punctuation; current office procedures, methods and equipment including multi-line phones, facsimile machines, copiers, and computers.

**Required Skills and Abilities to:** Perform a variety of complex duties; assist in assigned program and/or project budget administration; accurately prepare a variety of complex documents, forms and correspondence; create and maintain a variety of accurate and complex files and records; respond to request and inquiries from the general public; understand and follow verbal and written instructions; communicate clearly and concisely, both verbally and in writing; respond to request and inquiries from the general public; operate office equipment including computers and supporting word processing and spreadsheet applications; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public.

### **Certificates, Licenses and Registrations Requirements:**

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

### **Desirable Qualifications**

None

Job Title: Administrative Assistant III  
Job Code: VC03  
Adopted: 10/27/08  
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Supersedes: 01/2010  
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**PHYSICAL DEMANDS/WORK ENVIRONMENT/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 essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.