

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

ADMINISTRATIVE ASSISTANT

DEFINITION

Under the supervision of the LAFCO Executive Officer and working closely with the Commission Clerk and Policy Analyst, the incumbent performs a variety of administrative and clerical duties, staff support functions and activities and other related duties as assigned on a part-time basis.

DISTINGUISHING CHARACTERISTICS

This position provides direct secretarial and office administrative assistance to the Executive Officer, to the Commission and to other staff as required. General guidelines for action are normally established by the Executive Officer; however, day-to-day activities may require the use of initiative and independent judgment, particularly when prioritizing work from several staff members or when dealing with a variety of projects from other staff and/or representatives of other agencies and the public.

EXAMPLES OF DUTIES

MEETINGS AND PROCEEDINGS

- Supports all Commission meetings, including organizing and distributing meeting packet to Commission, and posts legal notices and agendas
- Reviews letters, memoranda, resolutions and other related documents for grammatical correctness prior to distribution
- Administration of FPPC regulations and disclosure/disqualification documents, including serving as agency filing officer
- Coordinates LAFCO Special District elections, including preparation and distribution of ballots, tallying results for certification by Executive Officer, etc.

OFFICE OPERATIONS AND MANAGEMENT

- Facilitates and coordinates personnel administration, including record keeping, distributing recruitment flyers, new hire set ups, processing reclassifications and separations
- Maintains adequate office supplies inventories, including submitting orders and tracking usage
- Provides purchasing support, price comparison, product research and recommendations

- Coordinates office services including equipment, computer, phone, janitorial services and repairs, etc.
- Coordinates office hours including staffing, closures and office coverage
- Maintains content of LAFCO website
- Coordinates and serves as liaison for communications, including public noticing, contact with the public, other interested parties and media, maintenance of distribution lists and web site
- Provides clerical support to unit administration functions by processing time sheets, payroll/personnel transactions, claims and purchase order/requisitions; may receive monies; maintains workload statistics, and other records; assists in report and budget request preparation, researching, and compiling information; establishes and documents clerical operational and work methods procedures
- Provides coverage to Commission Clerk for accounts payable on an as-needed basis

RECORDS MANAGEMENT

- Manages records and data files, including administrative records, subject and archive files, inventory of local agencies, etc.

SECRETARIAL DUTIES

- Creates and formats documents, forms, mail merges, etc.
- Coordinates document production including the Inventory of Local Agencies, various studies and reports, meeting packet and other mailings
- Coordinates communications, internal and external, including USPS and electronic mail, phones, messages, etc.
- Uses and maintains basic office machines, such as faxes, copiers, printers, etc.
- Interviews office visitors and refers individuals to proper source of information; receives and screens callers, forwards to appropriate individuals inquires from the public; evaluates described problems and responds to questions regarding agency services or official notices sent by the agency; provides the public and interested individuals with general procedural and/or specific program information; may take messages and schedule appointments.
- Coordinates travel and meeting logistics including travel requests, reimbursement, reservations

QUALIFICATIONS

To qualify for this position, an individual must possess a combination of education and

experience that would likely produce the required knowledge, skills and abilities as detailed above. A desirable combination includes:

EDUCATION AND/OR EXPERIENCE

- Three years of general clerical or office support experience or one year of secretarial experience at a level equivalent to the County's class Secretary.

KNOWLEDGE OF:

- Advanced knowledge of standard office administrative and secretarial practices and procedures, including multi-line telephone reception, filing and business letter writing
- Advanced knowledge of Microsoft Word and Excel.
- Skill in organizing work, setting priorities, meeting critical deadlines, and following assignments with minimum of direction.
- Using tact, discretion, initiative and independent judgment with established guidelines.

Approved: XXXXX, 2008