



Full Time Administrative Specialist

THE POSITION

Under direction of the Director of Administration, this position is responsible for managing the posting and distribution of board and committee agendas and packets; manage electronic document storage, updates assigned areas of District website, handling all the incoming and outgoing mail and providing copying services at the District, which includes delivering mail to the post office, maintaining the office supply room and other related duties. Standard work schedule: 9 a.m. to 5:30 p.m., Monday through Friday; hours and schedule may vary.

EXAMPLE OF DUTIES

The essential functions of the position include, but are not limited to:

- Copy, assemble, post and distribute board packets.
- Manage electronic storage of board packets and other documents.
- Maintains park and trail pages on website.
- Create flyers for employee events and awards.
- Open, sort, and deliver incoming U.S. mail to departmental staff.
- Pick up and deliver interoffice mail between departments.
- Pick up, stamp and deliver District's outgoing mail to the U.S. Post Office as needed.
- Maintain inventory of general office supplies for District offices, which includes submitting a request for supplies as needed.
- Coordinate the maintenance and repair of mail machine and photocopier with approved vendors' technicians.
- Operate various office machines, including postage meter, photocopy machine, folding machine, paper cutter, computer, and printer. Requires use of standard operating guidelines governing job safety.
- Complete varied routine and non-routine projects that require scanning and/or reproduction, collation, stapling, binding of materials. Accurately produce multi-page documents, reports, booklets, and flyers, etc.

The position may be required perform other related work as assigned.

EMPLOYMENT STANDARDS

Knowledge Skills and Abilities: Must possess excellent organizational skills, the ability to work with minimal supervision, learn quickly and complete tasks timely, and exercise good judgment in interpreting oral and written instructions and executing responsibilities. Must also be able to adapt to changes in assignment and interruptions and maintain cooperative and effective relationships with those contacted in the course of work. Requires knowledge of office practices and procedures, including standard office equipment operation. Requires the ability to operate photocopy/duplicating machines proficiently to produce high quality copies handle large volumes of material and compile the information so the finished product is accurate, complete and professional in appearance. Must have a valid California driver's license, and maintain a good driving record.

PHYSICAL REQUIREMENTS

It is expected that this position will be going up and down flights of stairs and will incur some lifting and carrying of materials. Lifting and carrying will be limited to 40 pounds. Requires occasional pushing or pulling of light loads, occasional bending and kneeling and reaching for items placed on overhead shelving. Position requires standing approximately 50% of the time and walking about 30% of the time. Position requires the operation of computer, printer, postage meter, binding and folding equipment, photo copy machines and various other general office equipment. The work is located primarily in the copying and mail services room, and may involve work at other departmental locations. There is some exposure to noise, vibration and printing chemicals, and some pressure generated by deadlines, volume of work and frequent interruptions. The position requires operation of a District vehicle on a regular basis.

EQUAL OPPORTUNITY EMPLOYER

All aspects of employment and promotion shall comply with the principle of Equal Employment Opportunity.

7/2021