



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ADMINISTRATIVE ASSISTANT III

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| Group-Section: Various | FLSA Status: Non-Exempt Bargaining Unit: AFSCME | Salary Grade: 39 Job #: VA06 |
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JOB SUMMARY

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

DISTINGUISHING CHARACTERISTICS

This is a high level administrative position requiring initiative and judgment in selecting appropriate work methods, understanding the applicability of policies, procedures, and guidelines to work situations and resolving a variety of complex administrative questions, problems, or situations. Provides guidance on modification of or deviations from existing guidelines.

OVERSIGHT

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Supervision Given: Acts as a lead. Coordinates and reviews 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. Provides information, guidance, and recommends solutions regarding administrative processes and procedures.
2. Assists in formal studies and analysis of existing operations, systems, budget requests, or equipment; makes recommendations leading to reduced operating costs, improved services, and greater general efficiency; and may prepare written reports.
3. Assists with tracking project plans, tasks, work breakdown structures, cost estimates, budgets, schedule performance, deliverables, and resources.
4. Compiles budget information, monitors expenditures, identifies variances, prepares budget versus cost reports, and assists in the preparation of budgets.
5. Assists in analyzing, preparing, and developing procedures, systems, solicitations, contracts, and specifications.

6. May create databases to support work processes; creates spreadsheets for data that requires interpretation and manipulation; and creates presentation materials for meetings, workshops, and forums.
7. Provides support for Board committee meetings including transcribing, preparing minutes and coordinating the preparation, editing, reviewing, and posting of Board letters.
8. May track and monitor Metropolitan's communication devices, computer equipment, and software licenses.
9. Performs other related Administrative Assistant 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: Administrative procedures and systems; methods and techniques of data collection, analysis, research and report preparation; budgeting and basic financial concepts; and current office technology and equipment.

Required Skills and Abilities to: Make arithmetic computations with speed and accuracy; and interpret 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 relationships with those contacted in the course of work; work independently and in a team environment; operate office equipment including computers and supporting applications; make arithmetic computations with speed and accuracy; and apply business policies and procedures.

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.

Job Title: Administrative Assistant III

Job Code: VA06

Adopted: 03/11/13

Revised: 07/16/13

Supersedes: 03/11/13

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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.