



Administrative Assistant Job Description

Position:	Administrative Assistant
Department:	Administration
Wage Range:	<u>Administrative Assistant</u> \$15.59 to \$19.46 per hour <u>Senior Administrative Assistant</u> \$19.46 to \$24.31 per hour
Reports to:	Administrative Manager and General Manager
Employee Status:	Part-time*/Hourly
Benefits:	CalPERS Pension Plan and 457 Deferred Comp./Roth

**Job requires approximately 20 – 25 hours per week with flexible schedule. Time balanced with other office personnel to ensure Monday thru Friday office coverage*

SUMMARY:

- Under the direction of the Administrative Manager and General Manager, perform clerical, basic accounting, mailing, customer service, multi-tasking, public outreach/education, technological support, special projects and other duties as assigned.
- Must have the ability to function as a team player, communicate clearly, and demonstrate effective people skills while interacting with other UWPA staff, board members and the public.
- Must have excellent written and verbal communication skills and knowledge of basic accounting principles.
- Proficiency using Microsoft Office (Word, Excel, PowerPoint) and ability to learn new software programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ability to follow directions from management, perform clerical duties including answering telephones using proper etiquette, filing, pick up and deliver mail, prepare multiple mailings and other duties as assigned.

- Responsible for the timely preparation of claims for payment, obtaining signatures, mailing checks and maintaining AP files.
- Assist all other UWPA personnel, as required, including ordering materials, supplies and services, copying, mailing and posting meeting packets and agendas, preparing monthly operations reports and preparing billings.
- Successfully manage multiple projects simultaneously and function efficiently in a fast-paced environment.
- Ability to make posts to Utica's website and social media platforms.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE:

- High school graduate or equivalent.
- Proficient typing (at least 40 WPM).
- Ability use computers and learn new software programs.
- One or more years of office experience and/or training is preferred.

LANGUAGE SKILLS:

- Ability to read, understand and interpret common financial reports, operating and maintenance instructions, and procedure manuals.
- Ability to respond professionally to board members, employees, regulatory agencies, and members of the public.
- Ability to learn to write routine reports and correspondence.

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as ratios, percentages, discounts, and interest.

REASONING ABILITY:

- Ability to follow instructions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid California driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met 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. While performing the duties of this job, the employee:

- Is regularly required to sit; use hands to finger, handle, or feel; and talk and hear, frequently is required to reach with hands and arms;
- is regularly required to stand, stoop and walk;
- may be required to lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and to moving mechanical parts. The noise level in the work environment is usually moderate and occasionally loud.