

MERCED IRRIGATION DISTRICT
ADMINISTRATIVE ASSISTANT (Water Operations)

FLSA Status – Non Exempt

DEFINITION:

Under general supervision, the Water Operations Administrative Assistant will perform a variety of administrative, project management, accounting, and other departmental work as required.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Carry out the daily administration functions of the water operations department, including all necessary record keeping.
- Provide administrative, analytical, and clerical support to the Water Operations Department and other departments including preparation of monthly/annual reports, special projects, data, and analysis.
- Provide technical and organizational leadership for the water operations division including the development and oversight of departmental databases, assessment and implementation of new applications/technologies and the respective staff training for the various water operations departments.
- Work as a liaison between departments, outside vendors and staff members.
- Recognize and identifies potential areas where existing procedures require change or where new ones need to be developed.
- Research and analyze system problems and work with other departments to resolve issue.
- Prepare background information for management which may involve gathering and compiling data from various sources, background research, preparing visual and audio presentations, technical and formal writing, proofreading, and formatting all required materials.
- Monitor monthly operating and capital costs utilizing District accounting systems.
- Coordinate and make travel arrangements for seminars/meetings for staff as requested.
- Assist in the development of annual Department budgets.
- Provide assistance in the development of bidding, awarding, and monitoring of contract, major equipment and materials, and consulting services.
- Assist with the administration of periodic sales of surplus equipment.
- Develop and maintain administrative systems to track regulatory reporting requirements related to Department activities.
- Maintain record systems for department employee training.
- Assist in tracking maintenance and use of vehicles and equipment.
- Assist in the scheduling and coordination of regularly scheduled meetings.
- Acquire, maintain and distribute office supplies and printed material, such as forms, brochures, maps and county ordinances for the Department.
- Coordinate and make arrangements for internal and external meetings, including location, audio/video equipment, and refreshments/meals.
- Maintain confidentiality when dealing with sensitive and proprietary issues.
- Respond and record messages whether from phone calls or walk-in visitors. Receive and resolve complaints.
- Perform other duties as requested, directed or assigned.

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QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- Graduation from high school.
- Associate's Degree desirable.

Experience:

- Five (5) years of increasingly responsible technical administrative experience.

Ability to:

- Work with different management styles/personalities
- Provide exceptional and consistent customer service to all employees and MID constituents.
- Multitask and meet several coequal comprehensive work product schedules with coequal deadlines and target deliverable dates.
- Perform a variety of responsible office technical and administrative duties that carry substantial responsibility; initiate and perform detailed work with little supervision.
- Answer questions where judgment and interpretation are necessary; keep complex records; assemble and prepare reports from such records; communicate effectively with all levels of management, employees, outside agencies and the public; work cooperatively with others.
- Adopt and implement new computer software platforms.

Knowledge of:

- District divisions; District policies and procedures; Technical administrative procedures, practices and techniques;
- Business letter, media correspondence and report writing, including the use of proper English, spelling and punctuation; collecting and organizing data; superior technical and formal writing skills are essential.
- Operate computers, calculators, and copier and fax machines.

Necessary Special Requirements:

- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The mental and 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:

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ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self-directing and organized.
- Reason objectively.
- Work with little to no direct supervision.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways.

Sitting: Remains in a seated position for up to eight (8) hours per day
Hands/Arms: Operates computer for up to eight (8) hours per day
Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.
Stooping: Bends body downward and forward by bending at the knees or waist
Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing: Hears well enough to receive communications in person and by telephone.
Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the Manager of Water Operations.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

Supervisor Signature/Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.