MERCED IRRIGATION DISTRICT
ADMINISTRATIVE ASSISTANT (ELECTRIC DISTRIBUTION)

FLSA Status – Non-Exempt

DEFINITION:

Under general supervision, supports the electric construction department, by providing a wide variety of administrative and technical services to include; maintaining confidentiality, managing & maintaining departmental records, prepare monthly schedules, general office duties, equipment & material purchasing, inventory control, acting as a point of contact in responding to requests for information, and perform related duties as required.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Record attendance for the electric construction department.
- Maintain driver records for CHP/DOT compliance
- Maintain hazardous materials manifests
- Perform office duties to include; maintenance of billable order files, purchase & organize office supplies, mail clerk functions, us deliveries, ups, fed ex.
- Prepare monthly schedules to include; workforce availability, scheduled routine equipment maintenance & testing, rubber goods, gloves, trucks, crew training & meetings, schedule vendor presentations, maintain task, management database.
- Equipment and material purchasing to include; negotiate pricing/availability, order goods & services, verify deliveries/billing, reconcile payments, maintain database for vendors/items organized by generic name, common names, code numbers, & order tracking.
- Inventory control to include; clean and organize material storage bays, process invoices & requisitions, assign transformer numbers and maintain transformer list.
- Housekeeping to include; clean office, clean trailer, clean equipment yards.
- Time keeping, update record of CPUC GO 165 maintenance tags.
- Process residential rebates.
- Create solar tags.
- Vehicle usage report.
- Put together travel approval packet for the board, make arrangements, and complete expense reports.
- Other duties as directed, assigned, or requested.

QUALIFICATIONS:

Education/Experience:

- HS graduate or GED equivalent
- Four (4) years of related office and administrative experience
- Or a combination of post high school education/training and at least two (2) years of related experience.

Ability to:

- Ability to type/keyboard a minimum of 50 wpm.
- This position requires a self-starter with the ability to effectively prioritize and complete tasks.
- Coordination of department communications via memorandum, emails, phone and in person.
- Able to multi-task in a fast-paced environment with constant interruptions.
- Establish and maintain effective working relationships, with those in contact with during the workday.
- Complete D.O.T. manifest tracking training.
- Ability to maintain confidentiality and deal with sensitive information.
- Excellent oral and written communication skills.

Knowledge of:

- Advanced computer skills in MS Word, Excel, PowerPoint, Outlook, Access and Adobe.
- Ability to operate standard office equipment, e.g. fax, copier, scanner, 10-key, keyboard.

Necessary Special Requirement:

- Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles, with a good driving record.

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:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self-directing and organized.
- Reason objectively.
- 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 and uneven ground from time to time.
- Meets prospective customers in rural agricultural areas as well as cities. Required to walk on uneven terrain.

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 Engineering & Operations, Energy Resources.