



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

ADMINISTRATIVE ASSISTANT / PARK-RECREATION ASSISTANT A

HOURLY \$25.72 – \$29.10

ANNUAL \$53,506 – \$60,537

FLSA Designation	Non-Exempt
Established	July 2016
Revised	March 2021
Classification	200: Non-Management
Range	245

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEPARTMENT / DIVISION As assigned.

SUMMARY DESCRIPTION

Under the supervision of one or more assigned managers, performs a wide variety of general or specialized office and outdoor field work. Work schedule fluctuates to include periodic night, weekend, and holiday shifts. Duties include, but are not limited to office support, clerical, secretarial, data entry, blueprint plan check review, public outreach, research, obtaining permits, purchasing, record keeping, customer service, contracting, processing, and supervision of Town properties and seasonal staff.

IDENTIFYING CHARACTERISTICS

Administrative Assistant / Park-Recreation Assistant A - This is the entry-level classification responsible for performing less complex administrative support duties. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Administrative Assistant/Park-Recreation Assistant "B" level and exercise less independent discretion and judgment in matters related to work procedures and methods. Incumbents research, select, and apply the most appropriate methods to accomplish assigned tasks and handle problems and deviations in the work assignment in accordance with established policies and procedures.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Provides administrative support to management and Town staff including preparing, processing, and archiving records and reports, creating and maintaining project and program files, blueprint plan check review, applying for and obtaining permits.
2. Engages in public outreach to include website updates, social media posts, electronic sign board messaging, news media relations, email blasts, writings, announcements, postings, and personal appearances.
3. Organizes and carries out administrative assignments and special projects; researches, compiles, and organizes information and data related to assigned programs; formats reports, spreadsheets, and related documents; prepares and assembles reports, manuals, articles, announcements, brochures, and other informational materials.
4. Maintains and updates record systems and specialized databases; verifies accuracy of information; enters and updates information; retrieves information from systems and databases as required.
5. Administers projects and/or programs as assigned including coordinating services with external parties; provides assistance to Town staff on various research and team-related projects.
6. Composes, types, formats, and proofreads a wide variety of reports, letters, documents, agendas, memoranda and digital media; checks for punctuation, spelling, and grammar; suggests corrections.
7. Prepares, copies, collates, and distributes a variety of documents, including agenda packets, reports, informational packets, bid packages, purchase orders, and contracts and specifications; ensures proper filing of copies in Town files.
8. Attends events and participates in community outreach efforts in support of Town programs.
9. Assesses and develops recommendations for procedural changes affecting administrative support activities; maintains and updates procedural manuals; develops standardized templates for Town use; recommends improvements in workflow, procedures, and use of equipment and forms.
10. Maintains calendars; schedules meetings between Town staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
11. Serves as secretary to assigned committees; prepares, posts, and distributes agenda materials including staff reports and other packet materials; attends meetings and records and transcribes minutes.
12. Monitors and purchases office and department equipment and supplies.
13. Receives and screens visitors and telephone calls; takes messages, directs the caller to the proper staff, and/or provides factual information or problem resolution regarding Town and departmental activities and functions that requires the application and explanation of rules, policies, and procedures.
14. Acts as a Town representative within community groups to relay or obtain relevant information regarding Town activities and properties.
15. Record and monitor financial transactions associated with the collection of fees as assigned.
16. May support the Board of Directors at meetings (i.e., meeting room set-up and clean-up).

17. Prepares detailed and often confidential correspondence, reports, forms, invitations, graphic materials, and specialized documents from drafts, notes, brief instructions, corrected copy, or dictated tapes; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling.
18. Directs, coordinates, assigns, supervises, trains, and reviews the work of seasonal and part-time staff.
19. Works indoors or outdoors in a variety of weather conditions that can become extreme.
20. Performs light cleaning duties and trash removal as assigned.
21. Supervises recreation activities, programs, events, property rentals, dog parks, playground equipment, amenities, parking, fountains, lighting, restrooms, buildings, and open space.
22. Enforces District ordinances, rules, policies, and procedures.
23. Greets, assists, registers and processes payment from members of the public.
24. Performs other duties as may be assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time to successfully perform the assigned duties.

Knowledge of:

Modern office procedures, methods, and equipment including computers, copiers, fax machines. Computer applications such as word processing, spreadsheet, and database applications. Methods and techniques of proper phone etiquette. Website posting and social media usage. Mathematical principles. Basic business letter writing and the standard format for typed materials. Methods and techniques for basic report preparation and writing. Principles and procedures of record keeping, filing, and archiving. Depending on assignment, knowledge of administrative procedures in: accounting, inventory, purchasing, accounting and personnel/payroll transactions clerical, construction, and legal, may be required. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

Ability to:

Perform responsible administrative and secretarial support work with accuracy, speed, and general supervision. Understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities. Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, and procedures. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person. Exercise good judgment in maintaining information, records, and reports. Read, understand, and review documents for accuracy and relevant information.

Use sound judgment in following and applying appropriate laws, regulations, policies, and procedures. Make accurate arithmetic calculations in the receipt of monies. Compose correspondence or documents. Meet critical deadlines. Establish, maintain and foster positive and cooperative working relations with others from diverse background, including elected officials, co-workers and the public effectively and with courtesy, in person, via email and over the phone. Courteously respond to community issues, concerns, and needs. Understand and follow instructions. Update the Town's website and use social media. Type and enter data at a speed necessary for successful job performance. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Administrative Assistant A - Equivalent to the completion of the twelfth (12th) grade and one (1) year of increasingly responsible clerical, secretarial, or office support experience. Experience with public communications on multiple platforms such as, but not limited to websites, Facebook, Instagram, Twitter and other social media outlets.

Park-Recreation Assistant A – Equivalent to the completion of the twelfth (12th) grade and one (1) year of increasingly responsible clerical, secretarial, or office support experience plus one (1) year of responsible parks and recreation experience. Experience with public communications on multiple platforms such as, but not limited to websites, Facebook, Instagram, Twitter and other social media outlets.

License:

Possession of, or ability to obtain, an appropriate driver's license may be required for some positions.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Employees work indoors and outdoors with moderate noise levels. The employee interfaces with staff, management, and the public in providing customer service, supervising events and activities, explaining Town policies and procedures, and requesting and providing information. Can work in an environment that has noxious odors. Will be required to work fluctuating hours to include nights, weekends, and holidays.

Physical: Perform simple grasping and fine manipulation. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, sit, stand, reach, push, and pull drawers open and closed to retrieve and file information. May occasionally lift and carry reports and records that typically weight less than 20 pounds as well as move tables and chairs and other objects that weigh less than 40 pounds.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Smell: Work in an environment where there may be noxious odors.

Note: All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.