



Duty Statement / Job Description

22nd District Agricultural Association

Classification Title / Code: Administrative Assistant I / 5361	
Working Title: Administrative Assistant	
Department: Administration	Reports To: Office Manager
Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Time Base: <input checked="" type="checkbox"/> Full Time
Location: <input checked="" type="checkbox"/> On Site <input type="checkbox"/> Hybrid <input type="checkbox"/> Remote	

Position Description

Under the general direction of the Office Manager, the Administrative Assistant provides administrative support to management, staff, and the public by handling a variety of tasks to ensure that all interactions between the organization and the public are positive and productive. This position serves to increase the capacity of the assigned department administrator, carrying out assignments on their own initiative without detailed instruction, gathering information to help make decisions or recommendations, and providing polite and professional assistance via phone, email, and mail.

Essential Job Functions

Employee must be able to perform the following functions with or without reasonable accommodation. Consideration of reasonable accommodation for qualified individuals with disability may be made, provided that doing so does not impose an undue hardship.

65%	<p>Administrative Support</p> <ul style="list-style-type: none"> • Supports managers and staff within the assigned department by performing a variety of administrative tasks and effectively communicating to appropriate parties. • Carries out administrative duties such as filing, typing, copying, scanning, generating reports and presentations, coordinating and preparing for meetings, and other special projects as assigned. • Assists in the preparation of regularly scheduled and special request reports, develops spreadsheets, creates presentations, prepares meeting agendas, and provides post-meeting summaries. • Maintains organized electronic and physical filing systems for the organization. • Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques. • Provides real-time scheduling support by organizing appointments, meetings, and video calls; coordinating travel arrangements; and submitting and reconciling expense reports. • Anticipates the needs of others to ensure a seamless and positive experience. • Contributes to team effort by accomplishing tasks expeditiously. • Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, and placing orders for supplies.
-----	---

	<ul style="list-style-type: none"> • Develops and updates administrative systems and processes to make them more efficient, and creates or updates documentation of standard operating procedures. • Handles sensitive information in a confidential manner. • Sorts and delivers incoming mail and assigns postage for outgoing mail. • Assists with preparing department contracts, tracking progress, and gathering and organizing required documents.
30%	<p>Department Communication</p> <ul style="list-style-type: none"> • Effectively communicates via phone, email, and mail, exhibiting politeness and professionalism with internal and external stakeholders. • Produces and distributes correspondence such as memos, letters, faxes, and forms. • Provides information to answer questions and fulfill requests. • Demonstrates excellent customer service with all internal and external communication.

Marginal Job Functions

5%	<ul style="list-style-type: none"> • Covers the reception desk as needed. • Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing professional networks. • Performs other duties as directed, requested, or assigned.
----	---

Typical Working Conditions

Work is primarily performed in a standard office environment with artificial light and climate control. While performing this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk, use hands and fingers to operate standard office equipment, push and pull file drawers, and move bank boxes up to 25 pounds. At times, work activities can involve walking and standing on foot for long periods. Work activities also require the employee to read, write, and speak English at a level required for successful job performance.

Attendance, Conduct, and Performance Expectations

This position requires the incumbent to maintain acceptable, consistent, and regular attendance at the job site at such level as is determined at the District's sole discretion; work cooperatively with the team members and others and meet performance expectations to enable the District to provide the highest level of service possible; communicate effectively (orally and in writing if both appropriate) in dealing with the public, employees, and others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to District policies and procedures regarding attendance, leave, and conduct. Must be regularly available and willing to work the hours determined necessary or desirable to meet its business needs.

Duties of this position are subject to change and may be revised as needed or required.