

JOB CLASSIFICATION
ADMINISTRATIVE SPECIALIST



DEFINITION

The Administrative Specialist is responsible for performing a variety of administrative, financial, and human resources tasks related to the operations of the District, including providing administrative support to the General Manager. The Administrative Specialist reports directly to the General Manager.

DUTIES

- Under general direction, coordinates office functions, including the coordination with managers and staff to ensure adequate personnel are available to respond to the front counter and answer telephone calls during normal business hours.
- Serves as point of contact to external customers and outside agencies and provides a variety of information regarding District functions and services and District policies and procedures.
- Maintains all procedures and systems for customer services, billing, collections, payroll, accounts payable, general ledger accounting, data processing, property and liability insurance, personnel and employee benefits.
- Prepares financial and statistical reports to the Board of Directors, General Manager and staff on technical accounting matters including the monthly financial statements, budget report, statement of general fund, investment report and the bills for Board approval.
- Maintains accounting records or systems such as accounts payable, accounts receivable, cash receipts and payroll; runs, audits and reviews associated reports.
- Maintains records of monies received; posts to ledgers, reconciles, balances and audits accounts.
- Posts and maintains the general ledger in accordance with account classifications.
- Prepares bank deposits; audits bank deposit receipts for accuracy.
- Reviews invoices for complete and accurate coding, taxes, discounts and totals; matches invoices to purchase orders; allocates purchases to correct accounts.
- Administers and reports payroll taxes; prepares, pays, analyzes, and reconciles all required payroll taxes; prepares, reconciles and files W-2s.
- Maintains payroll record sheets for personnel; processes timecards and general payroll records and checks; resolves timesheet and labor code discrepancies; returns incorrect time records for corrections.
- Prepares a variety of reports related to payroll and benefit programs.
- Files compliance reports with the state and federal government.
- Processes monthly and annual billing.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Coordinates the administrative services effort in customer communications to educate customers in the areas of conservation, policy and rate changes and safety awareness.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Public accounting and reporting procedures.
- Contract administration principles and procedures.
- Applicable laws, codes, and regulations.
- Principles and practices of compensation, classification, salary and benefit administration, training, EEO, workers' compensation, and employee relations within a public agency.
- Budgeting and financial reporting for public agencies.
- Basic principles and practices of human resources administration, policies and procedures.
- Practices and techniques of benefit administration, training and payroll administration.
- English usage, spelling, punctuation and grammar; business correspondence.
- Modern office equipment and procedures including use of word processing, database, and spreadsheet applications.
- Prioritizing work to ensure milestone and due date commitments are accomplished.
- Organization procedures and operating details of a special district or governmental agency.
- Procedures, legal requirements and methods of disseminating public information.
- Principles and practices of intermediate analytical research and project coordination.
- Methods and practices of bookkeeping and financial/statistical record keeping.
- Basic practices of handling cash and various methods of payment.
- Principles and practices of customer service.

Ability to:

- Work as a team member within the Browns Valley Irrigation District.
- Interpret and apply policies, laws and rules related to the administration of human resources programs and regularly attend training and seminars to stay current on such matters.
- Interpret, explain and apply administrative and District policies, procedures, laws and regulations. Maintain confidentiality of work.
- Work with sensitive and confidential information.
- Review documents for completeness and follow appropriate steps for the retention of records, files and documents.
- Make accurate mathematical calculations.
- Respond to and assist in resolving difficult and/or sensitive inquiries.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to the supervisor or other management personnel.
- Report to the supervisor or other management personnel any work assignment which would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from high school or equivalent. An equivalent of an Associate's degree, from an accredited college with major coursework in business, accounting or a related field is preferred.

Experience:

Three (3) years of increasingly responsible administrative support experience, with knowledge of and experience in policies, procedures, methods, documentation, records management and acceptable business practices and strategies, preferably in a municipal agency or special district.

License and Certificate:

- Possession of a valid California driver's license.
- CPA License preferred but not required.
- Notary License preferred but not required.

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature-controlled office environment subject to typical office noise. Conditions include attendance at evening meetings.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; observe performance and evaluate staff; handle conflict.