



## Alameda Contra Costa Transit District Classification Specification

Exhibit-B

### Administrative Specialist

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution #
TBD	Exempt	1 – Officials/Administrators	Unrepresented	06	05/08/2019	19-018

**DEFINITION:** Under general supervision of the District Secretary, provides professional-level, administrative and support duties for the District Secretary and the Board of Directors. The classification independently performs a wide variety of complex, technical, and time-sensitive administrative duties and assumes the responsibilities for the Assistant District Secretary in his/her absence. This classification is distinguished from other administrative support classifications by its frequent contact with the District's leadership team, Board Members and the public. Incumbents frequently work with and maintain confidential information pertaining to financial, political, and personnel matters having District-wide impact. This classification is unrepresented at-will and reports directly to the District Secretary.

**REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:**

- Serves as the primary administrative support to the District Secretary.
- Prepares, edits, proofreads, and processes a variety of routine to complex documents and correspondence including forms, memos, financial and staff reports; completes critical, time-sensitive, and/or confidential documentation for internal and external stakeholders; may certify a variety of documents on behalf of the District Secretary.
- Provides logistical support for Board of Director's and Committee meetings, including, but not limited to organization, equipment testing, meeting set-up and clean-up, meals, and distribution of information; attends meetings and public hearings as required.
- Distributes the agenda to outside agencies/organizations; prepares minute orders from the official minutes of Board and Committee meetings for all agenda items.
- Assists in the implementation of the records management and retention program within the District Secretary's Office.
- Prepares resolutions and ordinances adopted by the Board for signature.
- Maintains the District Secretary's Master Outlook Calendar of Board meetings and individual Board member meetings; schedules meetings as requested and accepts meetings into the calendar.
- Utilizes the District Secretary's agenda management software to calendar all Board and Committee meetings and reviews and may approve routine reports on behalf of the District Secretary.
- Sets up new users in the agenda management system and assigns user access at the direction of the District Secretary or the Assistant District Secretary; directs new users to training resources; may troubleshoot user issues as needed and stays abreast of new system features and requirements.
- Maintains the District Secretary and Board of Directors intranet pages; updates Board information and policies; posts new content on the District's website as needed.
- Assists Board members with issues pertaining to routine use of smartphones, tablet devices, and applications; interfaces with the Department of Innovation and Technology when required to troubleshoot technology related problems and service issues.
- Serves as the primary point of contact in processing tort claims, summons and complaint, and small claims filings.
- Processes assuming and leaving office Statement of Economic Interest forms and related filings.
- Monitors budget expenditures calculates monthly reconciliations, and prepares Board payroll and other financial documentation.
- Tracks customer complaints and follows-up with appropriate staff to ensure timely response.
- Coordinates all travel arrangements for the Board and District Secretary's Office, including itineraries, and prepares quarterly travel reports for Board members and Officers; prepares and processes cash advances and expense claims.
- Monitors electronic correspondence and responds to requests as directed.
- Opens, scans, and distributes incoming mail; uploads and indexes electronic documents.
- Prepares check requests, special requisitions, petty cash reimbursements, purchase order payments; verifies the accuracy of vendor invoices and processes payments.
- Orders and maintains an inventory of office and meeting supplies.
- Coordinates or assists in the coordination of special administrative projects.
- May assist in the preparation of agendas and minutes as needed.
- May prepare transcripts of testimony given at Board meetings or public hearings or recorded testimony or comments received.
- Performs other duties as assigned.



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#### **MINIMUM QUALIFICATIONS**

**Knowledge of:** The functions and role of an elected Board of Directors; correct English usage, including spelling grammar and syntax; records management and retention principles and practices including document imaging; filing, indexing, and cross-referencing methods; budget preparation, basic knowledge of applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility including the Brown Act; California Political Reform Act and Transit District Law; standard office administrative practices and procedures; current versions of the Microsoft Office suite including Word, Excel, Access, and PowerPoint, at an advanced level of proficiency; smartphones, tablet devices and their features.

**Ability to:** Learn District and Board of Directors policies and procedures; work independently; organize and prioritize multiple work assignments and adhere to multiple deadlines; follow-up on assignments; maintain attention to detail despite frequent interruptions; use independent judgment within established guidelines; type accurately on a keyboard; effectively operate modern office equipment including computers and related software, and quickly learn and use new software as adopted by the District and/or the District Secretary's Office; identify, research, analyze, evaluate, and interpret a variety of data; communicate effectively both orally and in writing, and establish and maintain effective relationships with those encountered in the course of work using principles of good customer service.

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a closely related field.

**Experience:** Equivalent to five (5) years of increasingly responsible administrative support experience for management personnel involving frequent public contact; including (3) years in a public or governmental agency that operates under the Brown Act at the level of an executive assistant, senior administrative assistant, administrative coordinator, deputy city clerk, or equivalent.

**Desirable Qualification:** Possession of or the ability to obtain designation as a Certified Municipal Clerk (CMC) within five (5) years of employment.

**Special Requirement:** Must be willing to: (1) work outside regular business hours, including evenings and weekends, as required (2) travel to various locations as needed.

**Physical Requirements:** Must maintain the physical condition necessary to perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment. Must possess the mobility necessary to transport oneself to other locations within the District in order to attend meetings.

**Established Date: (Res. No)**