



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ADMINISTRATIVE ASSISTANT II

<b>Group-Section:</b> Various	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 35 <b>Job Code #:</b> VC02
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### JOB SUMMARY

This is the intermediate level performing Administrative Assistant II job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are provided established procedures for doing the work and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application, and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred. The work consists of duties that involve related steps, processes, or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature. The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

### OVERSIGHT

**Supervision Received:** Receives direction from the Team, Unit, Section, Assistant Group, or Group Manager.

**Supervision Given:** None

### JOB DUTIES

1. Assists in administering and processing all blanket order releases; resolves procurement problems.
2. Assists with attending and participating in a variety of meetings; prepares a variety of reports and agendas; disseminates information to Metropolitan staff.
3. Assists in performing data entry functions; maintains, inputs, corrects, and updates data; verifies data for accuracy and completeness.
4. Assists in performing clerical accounting duties; receives, audits and prepares invoices for payment including travel reimbursements and purchase orders; matches invoices to purchase orders; issues release for payment.
5. Assists with requisitioning materials and supplies as required; recommends the purchase of office equipment and furniture; prepares, files and records purchase orders.

6. Assists in administering and processing a variety of contracts including construction, purchasing, and vendor contracts, preparing consulting agreements; reviews contracts and agreements for appropriate language, and monitors compliance.
7. Assists in the compilation of data for budget preparation within assigned area; updates and maintains monthly cost tracking reports.
8. May assist in a variety of operational and special projects and assignments as requested.
9. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** A high school diploma or general education development test (GED) and five years of relevant experience; or Associate's Degree from an accredited college or university in a related field and three years of relevant experience; or Bachelor's Degree from an accredited college or university in a related field and one year of relevant experience; or two years in a MWD Administrative Assistant I classification.

**Required Knowledge of:** Methods and techniques of data collection, analysis, research and report preparation; principles and procedures of data entry, record keeping, and business letter writing; English usage, spelling, grammar and punctuation; current office procedures, methods and equipment including multi-line phones, facsimile machines, copiers, and computers.

**Required Skills and Abilities to:** Conduct basic research studies and prepare supporting reports and documents; learn methods and techniques used to analyze business processes; learn principles of budget preparation; learn methods and techniques used in coordinating training programs; prepare a variety of administrative and financial reports; perform a variety of administrative support duties within an assigned area; understand and follow verbal and written instructions; communicate clearly and concisely, both verbally and in writing; operate office equipment including computers and supporting word processing and spreadsheet applications; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public.

### **Certificates, Licenses and Registrations Requirements:**

- Valid California Class C Driver License that allows you to drive in the course of your employment.

### **Desirable Qualifications**

None

### **PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered 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.

Job Title: Administrative Assistant II  
Job Code: VC02  
Adopted: 10/27/08  
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**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that involves either confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.

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