

SANITARY DISTRICT NO. 5 OF MARIN COUNTY
2001 Paradise Drive
Tiburon, California 94920

AGENDA
Personnel Committee Special Meeting
Tuesday, February 8, 2022, at 3:00 p.m.

CORONA VIRUS (COVID-19) ADVISORY NOTICE

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Meeting will not be physically open to the public and all Board Members and Staff will be teleconferencing into the meeting.

How to Submit Public Comments:

Comments submitted prior to the commencement of the meeting will be presented to the Board and included in the public record for the meeting.

Public Comments are to be submitted via email to rdohrmann@sani5.org.

In addition, members of the public who are calling in, will have the opportunity to provide public comments by following the steps below:

How to Participate in the Meeting:

Join Zoom Meeting by clicking on the following link:

<https://us02web.zoom.us/j/6230620778>

Meeting ID: 623 062 0778

or join by phone:

Call in number: (669) 900-9128 Participant Code: 623 062 0778

I. Roll Call

II. Public Comments

III. New Business

- 1. Review & discuss Administrative Assistant job description**
- 2. Discussion of timeline for recruitment of part-time Administrative Assistant position**
- 3. Discussion of timeline for recruitment of Operator-In-Training**

CLOSED SESSION:

- 4. Conference with Labor Negotiators (Gov. code §54957.6) of Sanitary District No. 5 of Marin County and Represented Employees of Sanitary District No. 5 of Marin County**

IV. Adjournment

*This Committee may be attended by Board Members who do not serve on this committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment. **Accessible public meetings:** Any member of the public who needs accommodations should email the Office Manager, at rdohrmann@sani5.org, who will use her best efforts to provide as much accessibility as possible while also maintaining public safety.*

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

ADMINISTRATIVE ASSISTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

SUMMARY:

The **Administrative Assistant** is a journey level class that provides a variety of routine, complex, and confidential administrative support and project coordination activities under general supervision from the District Manager. This is a small office with diverse responsibilities; therefore, the candidate must be a self-starter with the ability to work independently. Attention to detail is critical, as is the ability to set priorities, multi-task, and meet deadlines, while continuing to maintain a high level of accuracy. Assists the public personally or directs information requests according to established procedures; learns District policies, procedures, and work methods associated with assigned duties.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES:

- Assists with preparing Board agendas and related materials; attends Board and Committee meetings; records and transcribes Board minutes; maintains calendar; ensures compliance with the Brown Act.
- Develops and maintains computer, hard copy, and electronic filing systems for such items as contracts and agreements, bid documents, project schedules, ordinances, resolutions, annexations, easements, policies and procedures. Maintains and updates electronic document management system, to include the scanning, indexing, and electronic filing of documents; organizes electronic document information for efficient retrieval; archives documents and files; maintains and follows disposition of records and retention/destruction schedule for local government; ensures compliance with Public Records Act.
- Designs, develops, and edits brochures and newsletters; organizes the printing and mailing of newsletters; posts new and updated information to District website.
- May perform a variety of personnel related administrative tasks including the maintenance of confidential personnel files and documents; inputting payroll data; and managing employee vacation and sick leave records; performs purchasing activities such as completing purchase requisitions ordering materials and supplies, monitoring supply budget; assists in the maintenance of project management documentation; assists with facility operations and keeping current reference materials and files; may process permit applications; helps maintain and update permit information; maintains inventory systems.
- Responds to questions and concerns from the general public; provides information as appropriate; receives visitors and telephone calls and directs them to the appropriate information source; represents the District to all callers and visitors in a professional and customer friendly manner; assists the public in filling out forms and supplies information regarding fees, permits, legal requirements, procedures, and services provided by the District; takes service requests and refers them to proper personnel for action.
- May receive and process fees or other money; prepares receipts; receives and distributes incoming and outgoing mail.

- Makes appointments and maintains a calendar; schedules and arranges meetings and makes travel arrangements; organizes meetings by notifying participants, making room arrangements, and preparing required informational materials.
- Establishes positive working relationships with representatives of community organizations, District Board of Directors, state/local agencies, District management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Administrative Assistant**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of administrative experience or the performance of related work, or an Associate degree from a two year college or technical school in addition to three years related experience.

License/Certificate:

Possession of a valid California motor vehicle driver’s license and a good driving record consistent with requirements established by the District. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal.

KNOWLEDGE/SKILLS/ABILITIES: *(The following represent minimum performance levels of competence.)*

Knowledge of:

Standard office and administrative policies, procedures, and equipment; Brown Act and related public meeting requirements; specific electronic document software; computer applications; basic accounting, clerical, wastewater, and computer terminology and operations; administrative procedures affecting inventory, purchasing, accounting, and personnel/payroll transactions; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations, including those dealing with confidentiality; methods and techniques of scheduling work assignments; methods and techniques for record keeping and report preparation and writing to include proof reading and editorial review; occupational hazards and standard safety practices.

Ability to:

Independently provide general administrative support with accuracy and speed; read, understand, and review documents for accuracy and relevant information; perform mathematical calculations quickly and

accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze complex issues, and develop and implement an appropriate response; follow written and oral direction; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Demonstrate advanced level knowledge of Microsoft Office Professional, including Word, Excel, Project, Publisher, PowerPoint, and Outlook; Laserfiche Electronic Document Management Software; QuickBooks Pro.