



# FORT ORD REUSE AUTHORITY

920 2<sup>nd</sup> Avenue, Suite A, Marina, CA 93933

Phone: (831) 883-3672 | Fax: (831) 883-3675 | [www.fora.org](http://www.fora.org)

## JOB DESCRIPTION

<b>Position:</b> Administrative Assistant	<b>Working Title:</b> Administrative Assistant
<b>Date:</b> August 2017	<b>FLSA Status:</b> Non-Exempt

**Salary :** \$44,960.92 Annual

### **JOB SUMMARY:**

Under Executive Assistant/Deputy Clerk's supervision, the Administrative Assistant performs administrative assignments primarily supporting the Executive Officer and Executive Assistant/Deputy Clerk, but also provides support to other Fort Ord Reuse Authority (FORA) Committees and staff members, as requested or as needed. Exercises no supervision.

### **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

Duties may include, but are not limited to, the following:

- Opens the main FORA Office at 8:00 a.m. and closes at 5:00 p.m.
- Receive and greet visitors/guests; answer calls, take messages or refer callers to the proper person; provide factual information in response to queries of FORA activities.
- Assist with maintaining, organizing and purging manual and electronic filing systems in compliance with the FORA Records Retention Policy, including: FORA Board, Executive Committee and Administrative Committees' Minutes and Resolutions binders.
- Dedicate 25% of work day to scan, organize and update electronic document storage into Laserfiche.
- Assist the Deputy Clerk/Executive Assistant in preparing, copying, assembling, and distribution/posting FORA Board, Executive Committee, Administrative Committee, and Legislative Committee packets, as well as created Committees/Ad-Hocs and materials as assigned.
- Provide clerical support to Deputy Clerk/Executive Assistant with projects, such as the FORA Annual Report, out-of-town travel arrangements, and distribution/production of hard copy packets for the Executive Officer, Board members, and staff.
- Assist the Deputy Clerk/Executive Assistant to set-up and prepare for Board/Committee meetings and purchase/setup of refreshments for Administrative Committee meetings.
- Assist and collaborate with the Deputy Clerk/Executive Assistant in coordinating the Executive Officer's calendar
- Assist the Deputy Clerk/Executive Assistant in establishing/confirming a quorum for Board and Committee meetings.
- Responsible for daily retrieval and distribution of mail, documents, and faxes and outgoing mail.
- Maintain reception, conference rooms areas organized and in neat appearance.
- Maintain organized and procure office, kitchen and cleaning supplies inventory and oversees janitorial and refuse services.
- Typing and proofreading letters, reports, and memoranda, from dictation, rough drafts, or verbal instructions; independently prepare various standard correspondence; organize materials to be filed, scan and distribute documents to appropriate staff or as determined by the Deputy Clerk/Executive Assistant for action; gather, prepare and organize, materials for presentations; and assist with special projects as requested or assigned.
- Responsible for posting deposits electronically as received.
- Responsible for getting accounts payable checks signed by authorized signers, preparing necessary copies for file retention, prepared for mailing, and mailing of checks.

## **QUALIFICATIONS/ABILITIES/SKILLS**

### **Required:**

- Ability to meet attendance schedule with dependability and consistency.
- Answer, screen and forward incoming phone calls through a multiple-line telephone system.
- Ability to multi-task, manage time effectively, maximize accuracy and attention to detail, meet deadlines and work under pressure.
- Positive attitude, flexibility, enthusiasm and high degree of confidentiality.
- Command of the English language, both verbal and written in order to prepare, proofread, and produce effective business correspondence and other documents.
- Impeccable professional customer service skills. Ability to effectively interface with the public, member agency staff, and Board and committee members.
- Maintaining strict confidentiality in the handling of highly sensitive documents and/or situations, using professional judgment.
- Ability to use and troubleshoot standard office equipment.
- Establish and maintain cooperative and effective working relationships with others.
- Ability to apply knowledge of program services, policies, and procedures in support of office tasks.
- Ability to explain and interpret program information to constituents, elected officials, and staff.
- Work confidentially with discretion.
- Ability to keyboard – typing at 50 wpm minimum.

**Skills:** Required skills include, but are not limited to: Microsoft Word, PowerPoint, Microsoft Outlook, Microsoft Excel, Microsoft Publisher and Adobe Acrobat.

### **Preferred:**

- A minimum of 2-3 years of previous public agency or equivalent experience.
- Previous professional experience with records management and retention.
- Familiarity with public agency open government requirements, including the California Public Records Act and Ralph M. Brown Act.
- Previous legal/administrative experience.
- Experience in agenda packet preparation.
- Familiarity with Laserfiche or equivalent records management software.
- At least three years of experience with Microsoft Office applications.

## **EXPERIENCE/EDUCATION/TRAINING:**

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. The combination must add up to a minimum of three years of post-secondary education and work experience in a comparable administrative support or customer service position. Associate degree will substitute for 1 year of experience. A Bachelor degree will substitute for 2 years of experience.

## **PHYSICAL AND SENSORY REQUIREMENTS**

*These include:* Mobility, flexibility, gross body coordination, and dexterity sufficient to stand, sit, walk, stoop, reach, bend, twist, and turn; Ability to sit for extended periods of time; acute vision, depth perception and peripheral visions, hearing, voice, smell, and sense of touch; ability to speak clearly and with volume, required to carry on clear conversations in person, in group situation and on the phone; Ability to frequently lift and/or move up to 20 pounds. This position may require occasional performance of duties outdoors or at other sites/locations based on needs. **\*Some or all of the above requirements may be adapted for individuals requiring accommodations.**

**Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the office work environment is usually moderate. May require occasional performance of duties outdoors or at other sites/locations based on type of event or public meeting.

**ACKNOWLEDGEMENT**

I verify that I have received a copy of the job description and I understand the requirements of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Michael A. Houlemard, Jr., Executive Officer

\_\_\_\_\_  
Date