



Job Classification

Title: Administrative Assistant
FLSA Status: Non-Exempt
Job Code: 129

POSITION OVERVIEW

Under general supervision, performs a wide range of clerical and administrative support duties, from routine to complex, in support of the department and District-wide operations.

This position provides front desk and reception support, including greeting and assisting visitors; answering, screening, and directing telephone calls; processing and distributing incoming mail; and preparing outgoing mail for pickup. Responsibilities also include typing, data entry, document scanning, filing, and recordkeeping, along with other related duties as assigned.

OVERSIGHT

Supervision Received: From the Human Resources/Risk Manager

Supervision Given: None

ESSENTIAL FUNCTIONS

- Greets and assists visitors in person, ensures they are directed to the appropriate staff member, and maintains the reception area in a clean, organized, and professional condition.
- Manages the front desk and ensures proper security gate procedures are consistently followed and adhered to.
- Answers the main office line, takes and forwards messages, refers callers to appropriate staff, and respond to request for information; serves the general public; provides information on District policies and procedures as required.
- Performs a wide variety of general clerical work including typing, proofreading, and word processing on a variety of documents.
- Responsible for managing master calendar and board calendar as needed with district and outer agency events, and maintaining vehicle log.
- Operates mailing scale/printers/photocopiers for the production of correspondence,

manuals, and public information materials.

- Proficiency with office equipment, janitorial, event venue, catering contracts, and other misc. contracts as assigned; responsible for deadlines and payment due dates as required.
- Receives, sorts, records, and distributes incoming and outgoing correspondence and mail.
- Prepares labels, and weigh shipments for pickup and drop off and other materials as required.
- Responsible for maintaining weekly inventory and ordering kitchen, board, janitorial, promotional items, office, and emergency supplies inventory, while maintaining track of budget. Performs weekly replenishment of all supplies to ensure adequate stock levels throughout the District.
- Perform district purchases and reconciliation; monitor replenishment of funds for specific accounts.
- Assists and coordinates planning/preparing for District meetings/events, such as employee wellness events, training, and special functions setup, breakdown, meal selection, and delivery.
- Responsible for registration, scheduling, and coordinating travel and lodging arrangements for conferences, meetings, seminars, workshops, and webinars attended by administrative and operational staff.
- Assists with research and compilation of information for administrative and operational studies and analysis of findings.
- Ability to concurrently complete special projects involving research and preparation of information for reports; reviews letters, reports, records, and other items for accuracy, completeness, and compliance with standards.
- Generates and assembles reports, memorandums, manuals, and other materials for distribution.
- Assist the Human Resources Department with a variety of functions such as supporting salary surveys, safety committee initiatives, recruitment efforts and performing general administrative tasks.
- Assist the Executive Board Secretary in ensuring proper storage, organization, retention, and retrieval of District documents in accordance with policies and legal requirements,

including scanning and electronic filing using appropriate naming conventions, and monitoring retention schedules to assist departments with archiving or destruction cycles.

- Serves as the backup to the Executive Board Secretary and performs these duties as needed:
 - Reviews, prepares, and distributes the Board agenda packet materials including required Board memoranda and resolutions, and ensures their posting and public notification in compliance with legal requirements and the Brown Act. Prepares and maintains records of Board actions, including resolutions, ordinances, and meeting minutes.
 - Prepares and publishes notices for public meetings and hearings in accordance with applicable codes and regulations.
 - Maintains the Board of Directors SharePoint calendar with upcoming meetings and events from the district, member agencies, and other agencies and organizations.
- Assists with posting public notices or updates to the District's website as directed.
- Develops materials such as flyers and presentations using Canva or similar design platforms to ensure professional and visually appealing content.
- Updates internal distribution lists, email groups, phone lists, office directories, emergency contact lists, and organizational charts with information received from various departments.
- Supports departmental and District-wide special projects and initiatives as directed.
- Perform related duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the background, knowledge, skill, or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of: Writing and proper English language rules; common business computer applications such as Microsoft Word, Excel, PowerPoint, Outlook, Calendar Creator, Adobe, Microsoft Teams, SharePoint, Canva, and the Internet as well as modern office equipment, procedures, and methods; principles and practices of municipal government management, administration, and organization, research and reporting methods, techniques and procedures, proper telephone etiquette and principles and procedures of record keeping.

Ability to: Interpret and apply administrative policies, procedures, laws and regulations;

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understand the organization and operation of the district and of outside agencies as necessary to assume assigned responsibilities; compile and maintain confidential records and prepare routine reports; operate a variety of office machines including a personal computer, phone, mailing scale, fax machine and photocopier; perform general clerical work including maintenance of appropriate records and compiling information for reports; communicate clearly and concisely, both orally and in writing; work effectively with a diversity of individuals, personalities, and organizations; demonstrate initiative, task-orientation and follow-through in the approach to and completion of assignments; comply with District policies and safety requirements.

EDUCATION AND EXPERIENCE

The Administrative Assistant will possess a combination of education and experience equivalent to:

- One (1) to two (2) years of general administrative experience
- Completion of the twelfth grade or better

PHYSICAL DEMANDS AND WORKING CONDITIONS

Requires the ability to receive, understand, and act upon verbal and written communication from others, and to communicate with others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 25 lbs. and heavier weights with the use of proper assistance.

Work is performed primarily in a standard office setting. Duties are typically performed at a desk; subject to frequent interruptions and contact in person and on the telephone with a variety of district staff, member agencies, elected officials, vendors, and members of the public.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends, and at various locations that will require operating a motor vehicle.

CERTIFICATES, LICENSES, AND REGISTRATIONS

Certificates

- None

Licenses

- Must have and maintain a current California driver's license.

Registrations

- None

This job description has been revised and approved by all levels of management.

Approved by: Matthew Litchfield
Date last modified: 11/19/2025
Date approved: 11/20/2025

I have received, reviewed, and fully understand the job description for the Administrative/Communications Assistant. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ Date: _____

Employee Signature: _____

Supervisors Signature: _____ Date: _____

Job classifications are intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are performed by the incumbent. Classifications are not intended to reflect all duties performed within the job.