



Michael Ayala
Chairman

Darin Grossi
Executive Director

TUOLUMNE COUNTY TRANSPORTATION COUNCIL

ASSISTANT TO THE DIRECTOR

FLSA: NON-EXEMPT

DEFINITION

Under general direction, provides varied, complex, and confidential office administrative support to the assigned Director; performs a variety of advanced and confidential administrative support duties requiring thorough knowledge of departmental administrative procedures and operational details; performs technical support work related to the responsibilities of the assigned Director; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned Director. May exercise functional direction over other department administrative support staff.

CLASS CHARACTERISTICS

The Assistant to the Director classification is distinguished from other office administrative classes in the nature, scope, and diversity of responsibilities originating at a department-wide level requiring a broader understanding of department functions. The work requires the frequent use of tact, discretion, and independent judgment, knowledge of department activities and in dealing with sensitive assignments.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides administrative support to the assigned Director by assisting with duties of an advanced, complex, sensitive, and confidential nature; acts as a liaison between the assigned Director and other staff and the public.
- Coordinates and maintains multiple calendars and schedules meetings and appointments for the assigned Director; makes travel arrangements as required.
- Coordinates payroll and personnel functions of the department.
- Receives and screens visitors, telephone calls, emails, and regular mail; provides information to the public to ensure an understanding of departmental policies and procedures; listens to questions and explains procedures according to existing guidelines; refers citizens to the appropriate department source.
- Composes, types, and edits a variety of documents including detailed and often confidential correspondence, forms, memos, reports, statistical reports, graphic materials, and specialized documents for the assigned Director and other management and department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling; inputs and retrieves data and text using a computer.
- Assists the Director in coordinating and preparing the department's budget.

- Designs and implements file, index, tracking, and record-keeping systems; researches records within areas of assigned responsibility to prepare reports and provide follow-up information to customer and staff inquiries; organizes and maintains various administrative, confidential, reference, and follow-up files and records for the assigned Director.
- Provides a variety of support to County commissions, committees, and/or task forces; may prepare and distribute agenda packets, attend meetings and prepare minutes, and follow-up on decisions as required.
- Plans, organizes, and coordinates various department events and meetings.
- Maintains the County website pages related to the functional area of assignment, including posting of agendas, minutes, various reports and general informational materials; responds to or directs all incoming comments and inquiries on the county website from the general public.
- Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives vendor invoices; prepares request for payment for Director approval.
- Assists in developing and implementing office objectives, policies, procedures and work standards; maintains policy and procedure manuals.
- Researches and compiles moderately complex information from a variety of sources for the completion of forms or preparation of reports.
- Processes various forms, applications, permits or other documents requiring in-depth technical knowledge of the department's functions.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- May oversee and train assigned support staff to ensure office work flow is maintained and office goals are met; evaluates office and administrative procedures and makes recommendations for modifications as necessary.
- Performs general secretarial and support work including but not limited to scheduling appointments, copying and filing documents, and assembling materials for assigned Director.
- Completes special projects as assigned.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices and methods of office management and administration, including the use of standard office equipment.
- Organization and function of public agencies.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Methods of preparing and processing various records, reports, forms and other documents peculiar to assigned department or program.
- Record-keeping, report preparation and filing systems and methods.
- Basic business arithmetic and statistical techniques.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

- Learn, understand, interpret and apply all pertinent laws, codes, regulations, policies and procedures, and standards.
- Perform complex and varied clerical / administrative work involving considerable independent judgment.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.
- Analyze complex clerical problems, evaluate alternatives and make sound recommendations.
- Understand and follow complex oral and written instructions.
- Establish and maintain accurate records and files.
- Research and compile a variety of information and materials.
- Compose routine correspondence and reports independently or from brief instructions.

- Type and/or word process accurately at speeds necessary for successful job performance.
- Participate in the preparation of department budget, including gathering and analyzing data related to expenditures and projected charges and monitoring budget expenditures and revenues.
- Maintain a high degree of confidentiality.
- Deal tactfully and effectively with persons contacted in the course of work, including those of diverse socio-economic and cultural backgrounds.
- Perform work effectively despite frequent interruptions and the pressure of deadlines.
- Perform required mathematical computations accurately.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Equivalent to the completion of the twelfth (12th) grade and five (5) years of responsible administrative office support experience assisting management-level positions. College-level coursework and/or office management experience is desired.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.