



LIVERMORE AREA RECREATION AND PARK DISTRICT

JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE AIDE

DIVISION: Varies
REPORTS TO: Varies
DATE ADOPTED: May 14, 1997

CLASSIFICATION CODE: 3826
EXEMPT: Yes

POSITION SUMMARY:

Under direction, provides an administrator with support in areas such as office management, purchasing, personnel, budget, and contract and grand administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Relieves an administrator of routine detail by handling correspondence and projects, maintaining schedules and prioritizing workload; assumes some duties of administrator as required.
2. Performs office management functions by conducting purchasing, implementing clerical procedures, providing inventory control and making training and conference arrangements.
3. Provides support functions for meetings through the preparation of agendas, minutes, and backup materials; maintains associated files; makes presentations as required.
4. Aids administrator in the development and implementation of policies and procedures.
5. Assists in budget preparation and monitoring.
6. May develop and conduct staff training related to areas of responsibility.
7. Prepares equipment and/or project specifications and administers contracts.
8. Conducts special studies, surveys and research related to areas of responsibility.
9. Prepares written and oral reports, drafts policies and procedures, composes handbooks.
10. Assists in administration of grant program by coordinating application procedures, identifying funding sources, researching and preparing applications and proposals, and monitoring active grants.
11. Provides information and answers inquiries; interfaces with other District departments, outside agencies and organizations, and members of the public regarding areas of responsibility.
12. May direct or supervise office support staff.
13. Assists in administration of personnel management functions.
14. Keeps current with, interprets, and applies laws as they apply to assigned areas of responsibility; fulfills reporting requirements.
15. Other duties as assigned.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. The functions of this position are generally performed in work conditions found in a typical office environment. This position occasionally requires travel to and work at out-of-office locations. The position includes working some irregular hours during the evening and occasionally on weekends. Periodic travel may be required to attend off-site training sessions or meetings. The noise level of the work environment is moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. While performing the duties of this job, the employee is regularly required to have: hearing and speech adequate to communicate in person and over the telephone; vision adequate to read fine print and VDTs; bodily movement adequate to bend, stoop, stretch and reach, drive an automobile; manual dexterity adequate to write and use computer keyboards and office equipment; strength to perform moderate lifting and carrying of items weighing up to 30 pounds.

MINIMUM QUALIFICATION REQUIREMENTS:

Education: Graduation from a college or university with specialization in public administration, business administration, recreation, or an approved allied field.

Experience: One year of professional managerial staff responsibility in government, industry or commerce, or recreation and parks agencies.

OR

Alternate: Some acceptable combination of education and experience likely to provide the required knowledge and abilities.

KNOWLEDGE, SKILLS, ABILITIES:**Knowledge of:**

- Principles, practices and methods used in parks and recreation administration;
- Pertinent federal, state and local laws, codes and regulations;
- Methods and techniques of effective letter and report writing;
- Principles and practices of budget administration;
- Modern office methods and equipment.

Ability to:

- Communicate clearly and concisely, both orally and in writing;
- Prepare reports, proposals and written materials of an analytical, technical and evaluative nature;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Provide varied, responsible and confidential office administrative assistance to the program director;
- Organize work, set priorities, meet deadlines and follow up assignments with a minimum of direction;
- Use initiative and independent judgment within established guidelines;
- Analyze and resolve administrative situations and problems in areas of responsibility;
- Learn and interpret District rules, regulations, laws and policies and apply them with good judgment in a variety of situations.

LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.