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**STAFF REPORT**

**SUBJECT:** Administrative Assistant Position Specification

**MEETING DATE:** December 16, 2004

**AGENDA ITEM:** 7E

**RECOMMENDATION:**

Adopt the position specification for an Administrative Assistant as approved in the FY 2004-05 SBCAG budget.

**DISCUSSION:**

The approved FY 2004-05 budget included an increase in staffing from 18 FTE to 18.5 FTE to reflect the planned mid-year addition of an administrative position. This new position is needed to help meet SBCAG's growing workload of administrative and clerical duties. The position was previously added to the adopted SBCAG Job Class Table and Classification Chart for FY 2004-05.

In preparation for a recruitment to fill the new position, the attached job specification has been developed to provide more detailed information regarding typical tasks, employment standards, etc. All such specifications require board approval.

**COMMITTEE REVIEW:** None

**STAFF CONTACT:** Bob Perkins

# SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS

## POSITION SPECIFICATION

### ADMINISTRATIVE ASSISTANT

#### Definition

Under general direction, performs a variety of administrative tasks and/or secretarial duties for various programs and performs related duties as required.

#### Distinguishing Characteristics

Incumbents are assigned tasks requiring judgment and decisions involving policies and procedures. Knowledge of different programs and the ability to apply general rules and instructions to a variety of situations is very important in this class.

#### Typical Tasks

Types correspondence, reports, forms, notices and other documents on word processing equipment; provides support to Measure D program management team on development of special projects and coordinates with specialized subconsultants, processes invoices and logs information into database; maintains Measure D filing system and library materials; maintains contact information and creates miscellaneous spreadsheets, graphics and presentations for reports and special projects; provides general support to SBCAG administrative staff on special projects; coordinates with Clean Air Express on distribution of invoices and passes; meets with CAE customers and responds to requests for information and maps; prepares spreadsheets and updates database for the program; plans and coordinates special events.

#### Employment Standards

- 1) Three years of varied, increasingly responsible administrative and clerical experience, or;
- 2) Any combination of training, education and experience that would provide the required knowledge and abilities.

Possession of a valid California driver's license may be required.

**Knowledge of:** office procedures; clerical and record-keeping operations; standard word processing, spreadsheet, database, presentation software, and e-mail systems (Word, Excel, PowerPoint, Outlook, etc.); use of office machines; rules of English grammar and composition.

**Ability to:** perform assigned duties with a minimum of supervision; identify problems and implement or recommend solutions; interpret and apply policies and procedures within limits of authority; use tact and discretion; interact effectively with supervisors, officials, employees, and the general public; learn and adapt to new technology as it relates to office practices and procedures; maintain confidentiality of information; pay attention to detail; work effectively

despite interruptions; plan, organize, and prioritize work; proofread documents and other work; use a computer, related software, transcribing equipment, and other standard office equipment.

**Position Content**

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.