



JOB TITLE:	OFFICE COORDINATOR	DIVISION:	DISTRICT – OFFICE OF THE DISTRICT SECRETARY
REPORTS TO:	DISTRICT SECRETARY	EEO CATEGORY:	06 - CLERICAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	REPRESENTED	LOCATION:	SAN FRANCISCO

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

This position is located in the lobby area of the Administration Building at the Golden Gate Bridge, and is the clerical support staff of the District Secretary Office (DSO). This position represents the District by providing customer service, answering inquiries from the public, directing incoming telephone calls, assisting District employees and providing clerical support. This position requires strong interpersonal skills, and the ability to work effectively in a fast-paced team environment. Performs other work as assigned.

Essential Responsibilities

- Route incoming District-wide telephone calls, and receives/greets visitors
- Provides word processing and data entry support on a variety of projects, within established guidelines
- Proofreads various documents for completeness, accuracy and compliance with departmental standards
- Copies, collates and distributes documents.
- Assists with organizing and maintaining physical and computer files.
- Maintains department calendars and schedules meetings.
- Sets up and tears down the Committee/Board rooms for public meetings.
- Prepares requisitions, and runs reports in the District’s computer system for procuring goods and service.
- Completes assigned projects promptly and accurately.
- Knows and follows the safety and health rules and safe working practices applicable to job.
- Performs additional related duties as assigned.
- Regular and reliable performance and attendance are required.

Required Knowledge, Skills and Abilities

Working knowledge of:

- Operating standard office equipment such as personal computer, multi-functional machine (copier, scanner and fax), and multi-line phone system
- Microsoft Office (Word, Excel, Outlook)



- Proper grammatical use of English language
- Various District departments

Ability to:

- Follow District and department policies and procedures
- Establish and maintain effective and productive working relationships
- Effectively handle interruptions and completing work accurately
- Maintain confidentiality as appropriate
- Act in a professional, courteous and helpful manner when interacting with the public

Minimum Qualifications

Education and/or Experience:

A combination of college level training and position related experience equivalent to:

- Bachelor's degree in Business Administration or related field or equivalent experience. Additional qualifying experience on a year-per-year basis may be substituted in lieu of degree
- Minimum of four years' full-time position related administrative assistant experience in an executive office environment, which includes a minimum of two years' personal computer experience performing word processing and working with databases, graphs, and spreadsheets
- Advanced computer skills including experience in Microsoft Office (Access, Excel, Outlook, PowerPoint and Word)

Required License:

- A current, valid California driver's license and satisfactory driving record desired

Physical Requirement:

Must sit for long periods of time. Some lifting may be required - generally up to 50 pounds. Some job duties may involve repetitive movements, such as stooping, bending and reaching motions. Requires ability to use personal computers for varying periods of time. Ability to communicate in person and over the telephone. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.