



JOB TITLE:	ADMINISTRATIVE ASSISTANT – BRIDGE	DIVISION:	BRIDGE
REPORTS TO:	DEPUTY GENERAL MANAGER – BRIDGE	EEO CATEGORY:	06- CLERICAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-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

Under the general direction of the Deputy General Manager - Bridge Division, the Administrative Assistant for the Bridge Division provides varied, complex, and highly confidential administrative and clerical support to the Bridge Manager. Also provides administrative and clerical support to the Bridge Division’s management staff as needed or required or assigned. Performs highly responsible and sensitive duties exercising discretion, confidentiality and independent judgment related to the executive responsibilities of the Deputy General Manager. The Administrative Assistant exercises independent judgment that significantly impacts and facilitates the work of the Bridge Manager and the Bridge Manager’s management team. The office environment is in a 24/7 industrial/operations oriented environment and is fast paced and the Administrative Assistant often works in a fast-paced, demanding work environment. Multiple and competing priorities are common in this classification, and the Administrative Assistant must possess the ability to prioritize their work assignments with or without direction from the Bridge Manager. Heavy contact with the public both in person and on the telephone. Position requires tact, diplomacy and troubleshooting skills to deal with employee and public issues that come through the Bridge Office. Extensive contact with allied law enforcement, public safety, and local, state and federal government agencies and officials.

Essential Responsibilities

- Prepares a variety of drafts and finished materials, which may include technical content and terminology related to the activities of the division or department, including materials for meetings, and agenda items from notes, brief instructions, prior drafts or voice recording equipment; reviews and/or edits materials for completeness, grammar/syntax, accuracy, format, compliance with policies and procedures, and appropriate English usage
- Composes and edits correspondence from brief oral or written instructions for management signature; may sign routine correspondence without management review
- Researches, compiles and summarizes a variety of informational materials; prepares draft and/or final correspondence, narrative reports and other written materials using such information
- Prepares and reviews a variety of periodic, statistical and special reports regarding the activities of the division or department, which may require research, compilation of data, designing forms, and ascertaining project status from various sources



- Evaluates office support needs of department and determines solutions
- Coordinates regularly with the District Secretary and the Executive Assistant to the General Manager to ensure timely production of reports and materials for the Board of Directors
- Assists department/division in budget preparation and administration using knowledge of past expenditures and appropriate budget account numbers
- Uses IFAS/Maximo systems to prepare purchase orders, approve invoices and monitor departmental budget expenditures
- Maintains petty cash accounts and prepares check requests
- Creates and maintains databases pertinent to the department/division using appropriate software
- Arranges meetings, room reservations and refreshments for staff purposes. Contacts attendees, distributes meeting documents, coordinates recruitment of members, monitors meeting membership and attendance, and posts public meeting notices as required or assigned
- Maintains calendars and schedules; coordinates timesheets, travel requests, conference or training registrations, expense reports and subscriptions; and may be asked to manage all reservations for various internal conference room activities
- May coordinate or assist in employee-related functions, campaigns, special programs and/or events
- Receives and screens mail, visitors, email messages and telephone calls; ascertains the nature of the call and directs the caller to the proper individual for action and/or provides authoritative information which may require the use of independent judgment and the interpretation of department policies
- Maintains office and kitchen supplies, smooth operation of copiers, printers and other equipment; coordinates department vehicles and personnel needs
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned
- Regular and reliable attendance and performance is required

Required Knowledge, Skills and Abilities

Knowledge of:

- Correct English usage including spelling, grammar, punctuation and vocabulary; ability to compose correspondence and other projects from brief instructions

Ability to:

- Maintain confidentiality and protect information and documents appropriately
- Understand and rapidly respond to a broad range of demands made to the department or division
- Work with constant interruption and changing priorities; must be able to independently organize work, set priorities, meet critical deadlines and follow up on various assignments with a minimum level of supervision



- Work as part of a team using excellent interpersonal and communication skills
- Manage projects in a positive, effective manner while maintaining adherence to deadlines, policies and procedures
- Use initiative and independent judgment within established guidelines
- Rapidly learn the functions of the department
- Establish and maintain effective professional working relationships with all levels within the organization, and outside of the organization
- Effectively organize and maintain all records of the Planning Department
- Work in MS Office 2007 computer environment utilizing Outlook, Word, Excel and PowerPoint

Minimum Qualifications

Education and/or Experience:

- Requires a minimum of four years' recent full-time position-related complex and confidential administrative assistance experience supporting high-level executives, which requires the use of initiative and independent judgment. This experience must include a minimum of four years' personal computer experience utilizing Microsoft Office: Word, Excel, and PowerPoint
- A degree in Business, Planning, Public Administration, or other related degree may be substituted in lieu of one year of the above experience
- Must be able to demonstrate on the job proficiency in the following areas: intermediate to advanced word processing skills utilizing Microsoft Word, database and graphics software, graph preparation for various meetings utilizing PowerPoint, and beginning to intermediate experience creating spreadsheets utilizing Microsoft Excel

Required License: Must possess and maintain a current, valid California Driver's License and satisfactory driving record. May drive a District vehicle on an occasional basis for various meetings and/or departmental errands.

Physical Requirements: Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. Some lifting may be required - generally up to ten pounds. Records management may involve repetitive stooping, bending and reaching motions.