



ADMINISTRATIVE ASSISTANT

JC: 000271
PB: NRH036
FLSA: Exempt

BU: 9 (NR)
Created: June 2019

*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.*

DEFINITION

Under close supervision, provides administrative support to a group of directors, managers and staff members; may manage budgets, conduct ad-hoc research, create reports, handle correspondence, schedule meetings, and order supplies; performs related duties as assigned.

CLASS CHARACTERISTICS

This assistant level classification is responsible for providing a variety of clerical and administrative support to one or more assigned groups of directors, managers and staff members. Classifications at this level possess a specialized, technical, or functional expertise within the area of assignment. This classification is distinguished from the Administrative Coordinator in the latter is responsible for coordinates various administrative activities for a department.

REPORTS TO

Director, Managers or designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Performs a variety of complex administrative, operational, and analytical duties in support of department or division activities; coordinates project activities with District departments, divisions and external organizations.
2. Coordinates the development, analysis and formulation of the annual budget; develops guidelines and instruction on budget process and procedures; reviews requests for staffing and capital outlay; forecasts funds needed for staffing, equipment and various projects; prepares departmental budget presentations; plans, receives, pays, and improves invoices, generates budget reports; provides status updates to appropriate manager.
3. Assists with the implementation of policy and procedural modifications; evaluates impact on divisions or departments; develops implementation plans; recommends and implements modifications.
4. Implements new systems, methods and procedures; monitors program progress in meeting goals

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and objectives; conducts updates with management staff to inform and advise on project progress; makes adjustments as necessary.

5. Coordinates and participates in District department or division organizational studies involving administrative or operational systems, procedures, functions, processes and techniques.
6. Develops, implements and administers special administrative programs; analyzes current and historical trends; prepares and presents reports.
7. Provides assistance in organizational development in assigned areas; identifies issues; collects data; analyzes alternatives and makes recommendations.
8. Participates in special projects including research of new programs and services, budget analysis and preparation, and feasibility analyses; prepares and presents reports.
9. Trains assigned employees in their area of work including administrative methods, procedures and techniques.
10. Oversees general office activities; procures supplies; approves invoices; develops personnel schedules; responds to inquiries; investigates complaints; provides general analytical support.
11. Represents assigned area at various meetings with other departments, divisions, outside agencies and contractors; communicates projects and activities with others as appropriate; prepares for and provides assistance with hosting and participating in transportation related meetings and events.
12. Answers telephones and transmits messages. Responds to and resolves difficult and sensitive inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of assigned program are including administrative, financial, or operations functions.
- Principles and practices of program development and implementation.
- Principles and practices of budget preparation and administration.
- Methods of administrative, organizational, economic, and procedural analysis.
- Methods and techniques of statistical and financial analysis.
- Business computer applications for statistical analysis and data management.
- Principles and practices of procurement, purchasing, and accounting.
- Methods and techniques used to conduct a variety of analytical studies.
- Principles, practices, methods and techniques of report preparation.
- Principles and procedures of record keeping.
- Office equipment including computers, supporting word processing, and spreadsheet applications.
- Related Federal, state and local laws, codes and regulations.

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Skill/Ability in:

- Preparing, administering and monitoring capital and operating budgets.
- Organization, administration, and management.
- Maintaining accurate records and files.
- Preparing clear and concise administrative, budgetary, and financial reports.
- Collecting, evaluating and interpreting complex information and data.
- Reviewing and analyzing complex technical documents and proposals.
- Developing and interpreting goals, objectives, policies, and procedures.
- Working independently in the absence of supervision.
- Interpreting and apply laws, policies, rules and regulations.
- Communicating clearly and concisely, both orally and in writing.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED or equivalent.

Experience:

One (1) to three (3) years of professional verifiable experience in administrative support or related experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 6000 – Clerical

Census Code: 5940 – Miscellaneous Office/Administrative Support Workers

Safety Sensitive: No