



DEPUTY ASSISTANT DISTRICT SECRETARY

JC: AF115
PB: 07
FLSA: Exempt

PC: 891
BU: 91
August 2003

*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

Performs a variety of responsible confidential office administrative duties in support of the District Secretary, Assistant District Secretary, Board of Directors and various Board Committees; performs administrative duties in support of the District's formal bid process; manages contract administration for the office; in the absence of the District Secretary and Assistant Secretary performs designated statutory, supervisory and administrative functions; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class provides administrative support to the Board of Directors and individual directors in addition to fulfilling ongoing responsibilities in such administrative support areas as contract management, formal bid process, processing director economic interest statements and coordinating the development and administration of the department's annual budget. The skill to interface with elected officials and others is critical for successful performance in this class.

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

1. Provides complex and confidential administrative assistance to the District Secretary and Assistant District Secretary; manages all incoming and outgoing correspondence, office systems, procedures, and meeting schedules.
2. Manages contract management functions within the office including legal advertising and sale of contracts; processes contract results; coordinates contract execution, processes all correspondence with contractors in executing contract documents.
3. Performs statutory functions of the Office (i.e., execution of contracts and legal documents, acceptance of legal service, certifications, etc.) and provides guidance and supervision to Office staff in the absence of the District Secretary and Assistant District Secretary.
4. Provides administrative support to a variety of committees; coordinates meeting activities; schedules meetings and prepares agendas; arranges facilities; notifies participants; takes and disseminates notes; coordinates the preparation and finalization of Board of Directors meetings, agendas and related materials; attends preparation meetings; attends committee meetings and

Deputy Assistant District Secretary

Page 2

documents relevant information. Takes and appropriately records committee and Board meeting minutes in the absence of the District Secretary and/or Assistant District Secretary, as required.

5. Provides administrative support to the District's formal bid process; prepares advertisement letters, award letters, notices to proceed and related documents; attends to the acceptance of bids, opening and duplicating of bid documents.
6. Manages the retention, indexing, research, and retrieval of official District documents; handles requests for public access to records.
7. Independently composes, compiles and prepares correspondence, reports and documents; reviews finished materials for completeness and accuracy; ensures documents comply with District standards, policies and procedures.
8. Manages and maintains filing systems and records including the maintenance and retention of contract files, original executed books and records; develops and implements filing systems; modifies systems as appropriate; maintains and updates contract register and resolution index.
9. Maintains a calendar of activities, meetings and events for the District Secretary and Assistant District Secretary; serves as liaison with other executive offices, departments, agencies and the public.
10. Screens visitors, callers and correspondence; responds to requests and resolves problems; conducts research and provides information in accordance with District regulations, policies and procedures.
11. Oversees office accounting duties; screens and inputs requisitions; approves payment of advertising and recording expenses; and other related tasks as assigned.
12. Receives and manages the processing of legal documents served on the District.
13. As assigned, attends meetings in the absence of the District Secretary or Assistant District Secretary.
14. Assists staff as necessary and provides relief in their absence.

QUALIFICATIONS

Knowledge of:

- Current office procedures, methods and equipment including computers
- Principles of business letter writing and report preparation
- Principles and practices of bid contract administration
- Principles of lead supervision and training
- Practices used in minute taking and preparation
- Principles and procedures of filing and record keeping
- Principles and practices of business math and accounting
- English usage, spelling, grammar and punctuation
- Related Federal, State and local codes, laws and regulations

Skill in:

- Performing highly complex administrative support services
- Independently preparing correspondence and memoranda
- Planning, organizing and scheduling office priorities
- Maintaining confidential files, records and reports
- Researching, analyzing, compiling and summarizing a variety of materials
- Operating office equipment including computers and supporting word processing and spreadsheet Applications
- Typing at a speed necessary for successful job performance
- Transcribing minutes and notes dictation at a speed necessary for successful job performance
- Responding to requests and inquiries from the general public
- Understanding the organization and functions of a public agency
- Interpreting and explaining District policies and procedures
- Working independently in the absence of supervision
- Leading assigned secretarial and clerical staff
- Analyzing problems, identifying alternative solutions and making recommendations
- Establishing and maintaining effective working relationships with those contacted in the course of Work
- Communicating clearly and concisely, both orally and in writing

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in business administration or a closely related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) verifiable office management and professional administrative experience.

Other Requirements:

Must be willing to attend weekend and evening meetings.

Substitution:

Additional closely related work experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

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: 3500 - Professionals

Census Code: 0710 - Management Analysts

Safety Sensitive: N