



**ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS (AMBAG)
INVITES APPLICATIONS FOR A FULL-TIME EMPLOYMENT OPPORTUNITY**

ADMINISTRATIVE ASSISTANT

**MONTHLY SALARY RANGE \$3,923 - \$5,276
GENEROUS BENEFIT PACKAGE**

SUPERVISOR: Clerk of the Board
FLSA CLASSIFICATION: Non-Exempt

SUMMARY:

Under supervision, performs a variety of administrative and clerical tasks in support of AMBAG and its staff.

EXAMPLE OF DUTIES (include the following, other duties may be assigned):

- Maintain agency websites to ensure that the websites are up to date and performing as designed, including ensuring all website links are working, regularly updating content and repairing broken links.
- Post content to the website, as directed
- Primary back-up for the Clerk of Board in their absence
- Provide daily support to the Clerk of the Board
- Assist the Clerk of the Board with the preparation of Board of Directors and committee agenda packets
- Assist the Clerk of the Board with meeting logistics, including on-site assistance during board meetings
- Assist with the development of AMBAG public meetings, workshops and events
- Convert and prepare AMBAG documents and reports to be ADA compliant and consistent with Section 508 of the federal Rehabilitation Act of 1973, as amended and Web Content Accessibility Guidelines (WCAG) 2.1
- Assist the Finance department in data entry and organizing department records.
- Receives and transfers calls to appropriate personnel; takes and transmits messages
- Processes, and distributes the incoming mail; copies and distributes forms, booklets, and other documents as requested; stuffs, seals, stamps, and meters outgoing mail
- Manage the maintenance of agency vehicles

- Assist various departments as needed on projects and/or scheduling meeting/workshops
- Assists in special programs, events, and meetings
- Prepare yearly calendars for Board of Director and committee meetings, Holidays, Hours worked and others as needed
- Update the Executive Director's and Clerk of the Board calendars
- Maintain and distribute updates to the staff phone number directory
- Receive travel requests and make travel arrangement for Executive Director and staff
- Organize and maintain files and records; maintains off site records
- Provide information regarding AMBAG programs
- Monitor inventory and create periodic office supply orders; order office supplies electronically and/or make in-store purchases as needed
- Type, proof read, and word process a variety of correspondence and form letters from rough drafts or verbal instructions
- Prepare a variety of special program materials including flyers, forms, and announcements
- Perform various administrative and clerical duties in support of AMBAG functions
- Other duties as required to maintain functional and professional office of multi-jurisdictional entity

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- ZOOM and other meeting platforms
- Drupal; Word Press or equivalent for agency website maintenance
- Adobe Acrobat Pro DC for ADA Accessibility function
- Standard office procedures and policies
- Standard office procedures, practices and equipment, including a computer and applicable software such as Microsoft Office including Word, Excel, PowerPoint, and Outlook
- Recordkeeping processing and maintenance procedures and systems including filing and other record storage systems
- Use of written English including vocabulary, grammar, spelling, and punctuation
- Business letter writing and report and form preparation
- Mathematical principles
- Principles and practices of customer services
- Principles and practices of public relations

Ability to:

- Type at a speed necessary for successful job performance
- Deal tactfully and courteously with the public, in person and by telephone
- Learn applicable AMBAG policies and procedures in a timely manner
- Use sound judgment in following and applying appropriate regulations, policies and procedures
- Organize, prioritize and follow-up on work assignments
- Work independently and as part of a team
- Make sound decisions within established guidelines
- Follow written and oral directions
- Observe safety principles and work in a safe manner
- Operate a variety of office equipment, including a computer and variety of word processing and software applications
- Understand and follow written instructions
- Communicate clearly and concisely, both orally and in writing
- Established positive working relationships with representatives of outside organizations, state/local agencies and associations, vendors, AMBAG management and staff, and the public

DESIRABLE QUALIFICATIONS BUT NOT REQUIRED:

Knowledge of:

- Quickbooks

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Two years of increasingly responsible public agency or business work performing duties comparable to those described above, and/or graduation from a business school or community college with diploma or associate degree in business science, office administration, or a related discipline.

LANGUAGE ABILITY:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATH ABILITY:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of MS Office Suite and online resources.

SPECIAL SKILLS:

Strong written communication skills
Strong internal communication skills
Ability to maintain confidentiality

CERTIFICATES AND LICENSES:

Valid Driver's License

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands and arms and talk or hear. The employee is occasionally required

to stand; walk and climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include the ability to adjust focus.

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.