

## EASY BAY REGIONAL PARK DISTRICT

### ADMINISTRATIVE AIDE

#### GENERAL FUNCTION

Under general supervision, the **Administrative Aide for Construction** is responsible for processing and monitoring contractual documents related to construction of capital projects. The **Administrative Aide for Parks Express** is responsible for increasing access to the regional parks for people with "special needs". This is a clerical bridge classification, which is distinguished from the professional classification of Administrative Analyst.

#### ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to: the **Administrative Aide for Construction** is responsible for serving as primary administrative assistant to the Construction Manager in all construction projects; preparing and processing all required contract documentation (correspondence, contracts, payment requests, change orders, proposed change orders, etc.); acting as primary administrative support for Inspection and Survey sections. The **Administrative Aide for Parks Express** is responsible for planning and implementing summer Parks Express trips, based upon available funds, facilities, transportation, and customer needs; organizing committees of staff and outside partners to implement multiple annual special events; conducting outreach; maintaining a database of transportation reservations.

#### OTHER FUNCTIONS AND DUTIES

Other tasks related to this position will include: (for the Administrative Aide for Construction) acting as liaison between contractors, construction and design staff; organizing and maintaining project files for current and completed construction projects; evaluating contract documents and insurance certificates for compliance; identifying problems and recommending solutions; preparing Construction Project Status chart for Capital Project meetings; (for the Administrative Aide for Parks Express) researching information on accessible transportation and facilities; contracting with transportation providers; negotiating fees; resolving customer service problems; reviewing vendor invoices and trip sheets for accuracy; recruiting and supervising volunteers for special events; producing monthly reports; monitoring program revenues and expenses; may have responsibility for supervising office support staff; performing related duties as assigned.

#### MINIMUM QUALIFICATIONS

Education: Equivalent to completion of a two year degree in business or related field, not less than 60 semester units or 90 quarter units of college level courses,

AND

Experience: Two years related administrative experience.

OR

Two years experience equivalent to the District's Senior Office Specialist, Secretary, or Account Clerk classifications.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of database management, contractual language, as well as, construction terminology is desirable. Ability to be flexible and make timely and sound decisions; work independently without close supervision. Ability to coordinate multiple tasks and priorities. Ability to lift small and large boxes and files; sit, kneel, and bend. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers. Strong organizational, verbal and written communication skills; for Parks Express: skill in working with diverse populations, including the disabled community; experience planning, developing, promoting and marketing programs; soliciting volunteer and donor support. Knowledge of office practices and procedures, and standard office equipment.

SPECIAL CONDITIONS OF EMPLOYMENT

Certain positions will require a valid California driver's license as a condition of initial and continued employment in this classification.

REPORTS TO: A manager of the East Bay Regional Park District.