



Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104

T: 651-644-8888 • F: 651-644-8894 • capitolregionwd.org

BOARD APPROVED: January 16, 2019
GRADE: 6
JOB CLASSIFICATION: Administrative Assistant III
POSITION TITLE: Administrative Assistant
REPORTS TO: Administrator

Capitol Region Watershed District embraces and values diversity and seeks to recruit, promote and retain employees that reflect the community we serve. We believe that diversity enriches the workplace and enhances the quality of our service. Capitol Region Watershed District encourages anyone who is interested and qualified to apply for open positions.

POSITION OBJECTIVE: Perform skilled to highly skilled administrative and secretarial support to staff as it relates to the implementation of District goals and objectives.

POSITION DESCRIPTION: The Administrative Assistant provides support for: scheduling conference rooms, answering phones, assisting with the preparation of Board and CAC packets, handling shipping requests, providing technical support for guests using meeting rooms, updating District website, processing contracts, binding reports and setting up meeting rooms.

ESSENTIAL FUNCTIONS:

- 1) Perform administrative and support duties for the District staff.
- 2) Greet the public and answer/screen phone calls in a courteous and professional manner, provide information and answer questions on a variety of issues related to the District, listen to concerns/complaints, assess needs, explain procedures, route calls, and/or take messages.
- 3) Schedule and make arrangements for meetings for District staff. Provide support for meetings hosted at CRWD. Meeting support includes technology, meeting materials, refreshments and room set up and arrangements.
- 4) Act as a host or greeter for visitors and the general public who enter our building.
- 5) Uses word processing, spreadsheet, and database management software (such as Word, Excel, Access, PowerPoint, etc.) to produce correspondence, minutes, reports, forms, budget and technical information.
- 6) Send and route all CRWD mail. Perform clerical duties such as typing and data entry, copying, assembling, mass mailings, faxing, filing, mail distribution, review, etc. Request courier services for shipping and receiving, order supplies, maintain document and report archiving and library.
- 7) Assists with records, filing and information retrieval system, both manual and automated (computer). Compose letters, memoranda, reports, and other written communications. Assist staff with surveys and collects/researches data for special projects.
- 8) Promote a diverse, inclusive, culturally competent, and respectful workplace.

ADDITIONAL FUNCTIONS:

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1. When necessary, attend and take minutes at Board of Managers meetings, prepare minutes for Administrator's review. Attend CRWD Citizens Advisory Committee (CAC) meetings. Take and transcribe CRWD CAC meeting minutes.
2. Keep staff informed of meetings, events, and deadlines by disseminating written and verbal information in a timely manner. Attend and participate in staff meetings to keep abreast of staff activities and to share the same type of information with them so that work efforts can be coordinated.
3. Maintain office supplies. Perform routine maintenance, troubleshooting and staff training on office equipment (printer/copier, postage machine, phone equipment) and arrange for necessary service calls.

(The functions are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.)

SALARY: Salary range is from \$37,800 - \$56,800 and initial salary depends on qualifications and experience.

MINIMUM QUALIFICATIONS: The employee must possess High School diploma or GED equivalent. Three years of experience as administrative assistant including regular use of a personal computer, database management, word processing and spreadsheet software.

KNOWLEDGE, SKILLS and ABILITIES:

General

1. Performs varied and challenging detail-oriented work.
2. Ability to establish priorities, balance diverse work and implement projects successfully.
3. Ability to take direction from supervisor and colleagues, work successfully with considerable independence (self-motivated) and use good time management skills.

Communication

1. Effectively listens, speaks, and interacts tactfully in a work group or with the public.
2. Ability to manage conflict with citizens and others.
3. Follows oral and written instructions.
4. Communicates with a diverse group of co-workers, supervisors, and the public in a cooperative, effective, and respectful manner.
5. Responds promptly and develops positive working relationships with internal and external audiences
6. Selects and uses the most appropriate method of communication with the public or coworkers.
7. Produces effective and readable non-technical reports, documents, and correspondence.

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SUPERVISION RECEIVED: Works under the supervision of the Administrator.

SUPERVISORY RESPONSIBILITIES: None, unless otherwise assigned.

RESPONSIBILITY FOR PUBLIC CONTACT: High level of public contact. The position requires good judgment and respectful interactions.

EMPLOYMENT CLASSIFICATION: Salaried, exempt from the provisions of the Fair Labor Standards Act.

CRIMINAL BACKGROUND CHECKS: All employment offers are conditioned upon the applicant passing a criminal background check. Convictions are not an automatic bar of employment. Each case is considered on its individual merits and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment, or removed from employment.

EQUAL OPPORTUNITY EMPLOYER: The Capitol Region Watershed District is proud to be an equal opportunity employer. All applicants will be considered for employment without attention to race, color, creed, religion, age, sex, disability, marital status, political affiliation, genetic information, sexual orientation, gender identity, public assistance, veteran status, national origin or other legally protected status protected under federal, state, or local law.

PHYSICAL DEMANDS AND JOB DESCRIPTION SUPPLEMENT

WORK ENVIRONMENT

- 1) Normal shift = eight (8) hours for five (5) consecutive days.
- 2) Work location normally in controlled environment.
- 3) Stress level varies from low to high.

PHYSICAL DEMANDS

Type of Activity	Frequency
Walking/standing:	O
Sitting:	S
Standing in One Place:	O
Climbing:	O



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Pulling/Pushing:	O
Crawling/Kneeling/Squatting:	O
Bending/Stooping:	O
Twisting/Turning:	O
Repetitive movement:	O
Lifting waist to shoulder:	O
Lifting knee to waist:	O
Lifting floor to knee:	O

S = Significant M = Moderate O = O