



## ***Open Recruitment***

### **ADMINISTRATIVE SECRETARY Annual Salary \$49,141 – \$59,732**

OPENS: September 3, 2008      CLOSES: September 19, 2008

The **Bay Area Air Quality Management District** (Air District) is currently recruiting for the position of Administrative Secretary in the Technical Services Division. This is a full-time represented position. There is one (1) vacancy.

Under general supervision, this position provides varied secretarial and office administrative assistance to the Director of Technical Services and related supervisory and professional staff; may supervise a small office support staff; performs related work as assigned.

#### **EXAMPLES OF DUTIES FOR THIS POSITION**

- **Receives and screens visitors and telephone calls, providing factual information which requires the interpretation of policies and procedures; takes messages or refers the caller to the proper person.**
- **Types drafts and a wide variety of finished documents including quarterly and monthly reports; inputs or retrieves data; prepares reports using Microsoft Word, Excel and PowerPoint.**
- **May attend meetings and prepare minutes as required; initiates specified correspondence independently for signature by appropriate management, supervisory or professional staff; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures and appropriate English usage.**
- **Schedules and arranges for meetings, including preparing agendas; organizes own work, sets priorities and meets critical deadlines.**
- Organizes and maintains various office files, including personnel and tickler or follow-up files; purges files as required.
- Opens and sorts mail and attaches pertinent back-up materials; processes outgoing mail as required.
- Assists with the development and administration of the annual budget; may prepare or maintain statistical, fiscal, budget, or payroll information.
- Follows up on projects, transmits information, and keeps informed of division activities.

#### **MINIMUM QUALIFICATIONS**

Equivalent to two years of secretarial experience providing responsible office and administrative support or five years of general clerical or office support experience. Completion of some college or business school coursework in office administration is desirable. Strong Microsoft Word, Excel and PowerPoint skills highly desirable.

#### **OTHER REQUIREMENTS**

Must type at a rate of 50 net words per minute from printed copy.

Must possess a valid California driver's license and meet the automobile insurability requirements of the District.

(Additional information on reverse-side – Also visit [www.baaqmd.gov](http://www.baaqmd.gov))

## **HOW TO APPLY**

Interested individuals must submit a completed BAAQMD application along with a chronological resume and the answers to the supplemental questionnaire no later than **5:00 p.m. on September 19, 2008**. For an application, please visit our website at [www.baaqmd.gov/jobs](http://www.baaqmd.gov/jobs) or contact the Human Resources Office at (415) 749-4980. Completed application packets must be returned to: Bay Area Air Quality Management District, Human Resources Office, 939 Ellis Street, Fourth Floor, San Francisco, CA 94109. Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned. Postmarks, faxes, and e-mails will not be accepted.

## **SELECTION CRITERIA**

Selection may be based upon a competitive examination consisting of a written exercise, interview, or combination of the two. Depending on the number of qualified applicants, an application screening and/or panel interview may be used to determine the most qualified applicants. If a panel interview is utilized it will be weighted 100%, and it may include a written exercise that will be scored as a percentage of the total score. Before any candidate is certified to an interview, they will be required to take a District administered typing exam.

The District reserves the right to utilize these procedures or any other selection procedure deemed appropriate as determined by the Human Resources Officer and the Hiring Manager, if the qualified applicant pool includes two (2) or fewer bargaining unit employees.

The District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

## **SALARY AND BENEFITS**

Initial hire is normally set at the entry salary rate.

The District provides an excellent, comprehensive benefits plan, including:

- ✓ 100% District paid family medical, dental and vision insurance options
- ✓ 100% District paid life insurance (coverage up to 5 times annual salary)
- ✓ 100% District paid retirement (2% at 55 formula)
- ✓ Transit subsidy up to \$184 per month
- ✓ Money Purchase Pension Plan (401a)
- ✓ 12-30 days of annual leave per year
- ✓ 12 days of sick leave per year
- ✓ 36 hours of floating holiday per year
- ✓ 13 paid holidays
- ✓ Education reimbursement up to \$2500 each year
- ✓ 9-80 compressed work schedule

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980. EOE.