CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE Administrative Assistant I	**DISTRICT/DIVISION/OFFICE** 04/External Affairs/District Director's Office	
WORKING TITLE Administrative Assistant to District Director	**POSITION NUMBER** **904-085-5361-XXX**	**EFFECTIVE** **February 2015**

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the Strategic Planning Branch Chief, a Staff Services Manager I, the Administrative Assistant I has the overall responsibility for assistance to the District Director. This position requires knowledge of the Department's operations and organizational structure; an awareness of current issues; contact with high-level State/Federal Agencies, the legislature, the Governor's Office and numerous external organizations. This position performs various administrative tasks, and handles highly sensitive issues, which requires the incumbent to exercise a high degree of initiative, must be able to maintain a high level of confidentiality. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage Essential (E) Marginal (M)	Job Description
55% (E)	Prioritizes material for the District Director's personal reply, with appropriate background information attached for reference. Evaluation involves consultation with the Chief Deputy District Director, Deputy District Directors, and District Division Chiefs. Researches and prepares administrative reports including compiling factual data in order to generate non-technical correspondence/reports for the District Director's signature. Reviews all outgoing correspondence and documents prepared by other staff for the District Director's or district executive staffs signature, and analyzes documents to ensure consistency with administrative policy. Keeps the District Director appraised of all documents signed in his/her absence. Maintains confidential and administrative files.
25% (E)	Schedules and maintains the District Director's calendar. Coordinates meetings and conferences, develops agendas, reserves sites including accommodations, and prepares travel expense claims. Transcribes and necessary materials for meetings. Independently arranges documents for all meetings, transportation, and itineraries for the District Director distributes notes, and determines/assembles. Provides the District Director with an itinerary of the day's activities and scheduled meetings, maintains communication to ensure the District Director is notified of all changes to the schedule, documents or briefing memos prior to meetings. Keeps the District Director apprised of all current Departmental issues. Briefs the District Director on actions taken during his/her absence.
20% (E)	Screens telephone calls to the District Director and directs to the appropriate staff. Prepares manuals of procedures on the District Director's Office and Department

administrative policies and procedures. Studies proposed administrative changes and advises the District Director regarding their possible effects on Departmental programs. Addresses the District Executive Secretaries and other executive support staff, including preparing notes, determining/assembling necessary materials for meetings. Works on special projects designated by the District Director and/or Chief Deputy District Director.

SUPERVISION EXERCISED OVER OTHERS:

None, may perform lead responsibilities over three (3) Executive Secretary I, two (2) Office Technicians (Typing).

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge of: Department's organization, activities, goals, policies and procedures. The incumbent must have knowledge of the principles, problems and methods of public and business administration. The incumbent must have knowledge of office management principles, methods and procedures; administrative survey techniques and skill in their application; and statistical and research methods.

Ability to: Think clearly, quickly, logically and creatively to analyze and solve problems of organizational and management issues. The incumbent must be able to establish and maintain cooperative working relationships; carry out assignments without detailed instruction; and speak/write effectively. Must be able to compose clear concise correspondence, reports, and technical documents, including correct formatting, typing and proofreading of documents. The incumbent must communicate professionally and tactfully with all individuals. Must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.
The incumbent must have the ability to multi-task; must be able to use good judgment in organizing and prioritizing workload to ensure deadlines are met. Must be able to identify requests for information and direct those requests to the appropriate parties for responses and or resolution. Must be able to maintain a high level of confidentiality

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Actions at this level affect the District and the Director's image and the ability to produce desired results. Good judgment, tact, and the ability to communicate effectively are expected of the incumbent. Errors may have a significant impact on the internal and external operations of the District and the Department.

PUBLIC AND INTERNAL CONTACTS:
Maintains communication with all levels, including executive management, Districts and programs within the Department, public and private agencies. Maintains communication with special transportation interests external to the Department, including federal and state legislators, staff of the Governor's Office and Business, Transportation and Housing Agency and high-level transportation stakeholder organizations

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS:

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

This position requires a person to be able to organize and prioritize large volumes of varied documents; to develop and maintain cooperative working relationships; to concentrate in order to review and create documents. Requires occasional bending, stooping and kneeling. May be required to sit for long periods of time, listening, using a keyboard, video display terminal and telephone.

Position requires a person who is able to handle stress and irate customers professionally and effectively. Must remain calm under pressure and have the ability to multi-task. Must be very flexible and be able to serve as a team leader/role leader for other members of the executive support staff. Must have the ability to adapt behavior and work methods in response to changing information, conditions or unexpected obstacles and problems.

WORK ENVIRONMENT:

Primary work area will be within the District Office located in downtown Oakland, within a controlled indoor temperature with artificial lighting.

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*I have read and understand the duties listed above and can perform them ☐ with ☐without reasonable accommodation.

ADMINISTRATIVE ASSISTANT I _____ DATE _____

I have discussed and provided a copy of this duty statement to the employee named above.

STAFF SERVICES MANAGER I _____ DATE _____

*Please indicate whether or not you require reasonable accommodation by checking either with or without, in the above sentence. If you require reasonable accommodation, you must provide medical substantiation prior to your established employment start date.