

PROGRAM ASSISTANT II

Energy & Environmental Resources Department

BASIC FUNCTION: To perform a wide variety of duties under the immediate supervision of the Director of Environmental Resources; perform related work as required for the Department as assigned.

The Program Assistant will work with Environmental Resource Department programs and committees, including the Energy/Environmental Resources Committee and Coachella Valley Conservation Commission. The ideal candidate for this position will have experience performing the functions as set forth in this description. He or she will also have strong oral and written communication skills, well-developed computer skills, and proficiency with the full range of Microsoft products (i.e., Word, Excel, PowerPoint) as well as other office software. The ability to work independently, use initiative, exercise sound judgment, set priorities, and meet critical deadlines is essential.

REPRESENTATIVE DUTIES: Responsibilities may include, but are not limited to the following:

- Type letters, memorandums, financial reports, follow-ups, or other materials from oral direction, rough draft, copy, notes or recordings.
- Check and tabulate statistical data; prepare and maintain Excel spreadsheets.
- Organize and maintain file systems; set up and maintain office files, records and indexes; receive, sort, distribute and file incoming and outgoing correspondence.
- Complete word processing and editing tasks; operate a FAX, copier-scanner, video teleconferencing unit, and other office equipment.
- Assist the general public, giving information including statistical data as requested.
- Prepare payment requests for invoices and per diems and code in accordance with established Chart of Accounts to ensure proper allocation to budget categories.
- Prepare and submit billings to member jurisdictions, county, state and federal agencies.
- Monitor and track grant revenues and expenditures, prepare and submit progress reports to issuing/governing agencies; assist with department project tracking.

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- Prepare and distribute meeting notices and agendas and reserve conference room.
- Make phone calls to committee members to establish quorums for meetings.
- Perform pre-meeting set-up of conference room and serve as clerk to record minutes of the meeting.
- Serve as back-up to the receptionist when needed.

MINIMUM QUALIFICATIONS: Equivalent to or completion of high school (twelfth grade), including or supplemented by specialized clerical courses. Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying.

Have a good knowledge of office practices and procedures, including work planning, organization, records management and the operation of computers, other standard office equipment. Familiarity with accounting is desirable, but not required.

Have a good knowledge of applicable laws, ordinances, rules, and regulations that pertain to a government agency such as CVAG.

Have the ability to 1) perform routine clerical work and receptionist duties in an efficient and courteous manner; and 2) learn office methods, rules, and policies and understand and carry out oral and written directions working cooperatively with others.

Type at a speed of not less than 50 words per minute from clear copy.

Be willing to learn software for agenda preparation (e.g., Constant Contact).

LICENSES AND CERTIFICATES: Valid California Driver's License.

CLASSIFICATION: 1

PHYSICAL CONDITIONS: Essential and marginal functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time.