

Agenda Item E-2

Title: ADMINISTRATIVE ASSISTANT
Hiring Agency: MARIN EMERGENCY RADIO AUTHORITY (MERA)
Reports to: MERA EXECUTIVE OFFICER AND DEPUTY EXECUTIVE OFFICER
Hours: 15-19 AVERAGE HOURS PER WEEK
Hourly Rate: \$25 – \$35
Start: CY13 THROUGH CY14

DRAFT: 9/28/12

Overview:

Provides staff support to Executive Officer, Deputy Executive Officer, related committees, and advisory boards. Maintains contact lists for all associated parties; schedules meeting dates; arranges meetings and presentations; word processes and distributes agendas and other materials; takes, produces, and distributes meeting minutes; and follows up on meeting actions as directed.

Assists with and distributes a wide variety of correspondence, reports, contracts, presentations, grant applications, and other materials from copy or verbal instructions. Researches, compiles, and organizes data for use in reports and special projects. Prepares routine correspondence and reports on administrative issues as directed.

Candidate Prerequisites:

- 1) Proficient in Microsoft Office Suite including Word, Excel, and PowerPoint. Proficiency in Adobe graphic design software a plus.
- 2) Knowledge of web-based communication and organization software, including calendar and email. Knowledge of website maintenance and design a plus.
- 3) Ability to interface and coordinate with MERA Executive Officer and Deputy Executive Officer, MERA members and stakeholders, County administrative and technical staff, various attorneys retained for the project, as well as outside consultants and occasionally the general public, with added ability to:
 - a) Establish and maintain effective working relationships with those encountered during performance of duties.
 - b) Use sound, independent judgment within general policy and procedural guidelines.
 - c) Maintain confidential information depending on assignment.
- 4) Possess excellent communication skills, both written and verbal. Reviews documents for completeness, accuracy, formatting, and compliance with policies and procedures.