



Executive Assistant I

Department/Division:	Administration
Reports To:	Assistant General Manager
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

GENERAL PURPOSE

Under general supervision, to perform highly responsible, confidential secretarial and administrative duties in support of Assistant General Manager as assigned; to exercise independent judgment in conducting office duties and handling administrative details; and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is the entry/journey level in the Executive Assistant series. Incumbents perform a variety of responsible administrative and clerical support duties to relieve executive management of routine administrative tasks, requiring a working knowledge of the terminology, procedures and practices used in office administration and management. The Executive Assistant I is differentiated from the Executive Assistant II in that the latter is the advanced-level in the series and provides primary administrative support to the General Manager.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Serves as personal assistant and provides administrative assistance; arranges and maintains appointment schedule.
- Screens telephone calls determines purpose and refers to others when appropriate; researches problems and exercises independent judgment in providing information to callers.
- Takes notes and transcribes correspondence on important and confidential matters to officials of the District and other organizations.
- Serves as Secretary to various associations connected with the water industry; attends meetings, takes minutes and maintains records; assists in preparing reports of a complex nature.
- Assists in arranging numerous organizational events and civic involvements.
- Evaluates and make recommendations and independent decisions on improvements to District operations and programs and work with management to take appropriate actions to institute.
- Composes letters independently or from brief instructions.
- Serves as office manager for administration; orders office supplies as needed; opens, sorts, distributes and handles mail.

- Assists with a variety of administrative tasks including insurance reporting, maintenance and renewal of cellular tower agreements, District surplus disposition, District permits, Business Plan reports and other special projects.
- Assists in review of District contracts, agreements, and real estate transactions.
- May attend Board meetings and take minutes.
- Develop and administer grants and other special projects. Understand district financials.
- Assist with project management of complicated construction projects.
- Develops power point presentations from general instructions for the Board and other meetings as required.
- Assists in the organization of District tours, conferences and other related functions.
- Answer or coordinate answers to questions of District staff and consultants.
- Maintain prompt and regular attendance.
- Performs other related duties, as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Principles of office organization and administration.
- Principles of customer service and customer relations.
- Basic English usage, spelling, grammar, and punctuation.
- Modern office practices, equipment, and procedures.
- Business correspondence and filing systems.
- Personal computer operation and related software applications including basic level Microsoft Office, e-mail and web-based communication tools.
- District organization, functions and policies.
- Statistical and record keeping methods.
- Brown Act and Robert's Rules of Order.
- Safe work practices.

Ability to:

- Effectively organize and prioritize work.
- Perform a variety of responsible and difficult administrative tasks.
- Work efficiently and accurately.
- Interpret and apply a variety of legal requirements and District policies.
- Understand and interpret technical material.
- Maintain a variety of detailed and confidential administrative files and records.
- Exercise a high degree of discretion in handling confidential material and information.
- Establish and maintain cooperative working relationships with others.
- Deal tactfully and courteously with a wide range of employees, supervisors, administrators, officials and members of the general public.
- Represent the District in a professional manner at community functions, conferences and business meetings.
- Communicate clearly and concisely, both orally and in writing.
- Operate a vehicle observing legal and defensive driving practices.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
- Take notes at meetings and prepare clear and concise reports and/or minutes.
- Keyboard at 50 wpm and use a 10-key calculator by touch.
- Maintain prompt and regular attendance.
- Observe proper safety precautions

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: A high school diploma or satisfactory equivalent, preferably supplemented by the completion of college level courses in business, accounting and/or information technology.

And

Experience: Three (3) years of progressively responsible experience in providing administrative support and assistance to a high-level executive or administrator, including preparing minutes and agendas for a board.

Licenses, Certificates; Special Requirements:

Must possess an appropriate valid Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle or feel. The employee is frequently required to talk, hear, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Sensory demands include the ability to see within the normal range, talk, and hear, and use electronic touch keypads.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.