



EXECUTIVE ASSISTANT

Department: Administration
Range:

FLSA Status: Non-Exempt
Effective Date: December 14, 2010

General Purpose

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

Essential Duties and Responsibilities

Both Positions

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- 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.
- Participates in District safety meetings.

- Performs other related duties, as assigned.

In addition to the above, performs the following duties under general direction from the General Manager:

- Secures travel arrangements and reservations for the General Manager and Board members.
- Acts as Secretary to the Board; prepares agenda for Board meetings; attends and takes minutes at Board meetings, and maintains official District records; coordinates the election process and provides packets to new candidates.
- Devises and maintains filing systems; reviews newspapers daily and clips articles pertaining to District activities for review by the General Manager.

In addition to the above, performs the following duties under general direction from the Assistant General Manager:

- 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
- In the absence of the Executive Assistant for General Manager, attends Board meetings and takes minutes and performs other duties of this position, as necessary.
- 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.

Qualifications

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.
- 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:

A minimum of five (5) 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.

Necessary 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 Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

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 ten (10) pounds, frequently 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.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

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.