



CLASSIFICATION SPECIFICATION

EXECUTIVE ASSISTANT

DEFINITION:

Under general supervision, performs highly responsible, confidential secretarial and administrative duties in support of the General Manager and the Board of Directors; prepares and distributes the Board agenda; maintains official records of Board proceedings and actions; coordinates assigned activities with outside agencies; performs difficult and complex office support work; and performs other duties as assigned.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the General Manager. Exercises general supervision over administrative support staff, as assigned.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Performs highly responsible and complex administrative, secretarial and office support functions for the General Manager, Board of Directors and District staff.
- Serves as a confidential assistant to the General Manager, and Office Manager for the District administrative functions.
- Gathers and organizes a variety of information and materials for the General Manager and Board of Directors; prepares and distributes the Board agenda, attends Board meetings, develops and maintains minutes, distributes resolutions and actions; coordinates Board Standing Committee meetings; schedules and ensures completion of Board mandatory trainings.
- Prepares correspondence, memoranda, and other items as delegated by the General Manager and Board Members.
- Participates in numerous special projects, internal projects and meetings as assigned; maintains records of action items.
- Makes appointments, coordinates meetings with high level executives and maintains appointment calendar for the General Manager and Board of Directors; arranges travel and conference registrations for the General Manager and Board of Directors; processes expense reports and forms.
- Schedules and organizes internal staff meetings; track projects and monthly activities update reports; communicate General Manager priorities to Department Heads and track

progress.

- Answers the telephone and receives office visitors, providing a variety of information about District policies, programs, and functions; handle vendor/solicitation phone calls and emails.
- Reviews letters, reports, records, and other items for accuracy, completeness, and compliance with established standards; sorts, prioritizes and responds to mail and email.
- Administers the Fair Political Practices Commission guidelines and the filing of economic interest statements; issues campaign packets.
- Receives and tracks Public Records Act requests; distributes to appropriate Department Head and tracks to ensure timely response.
- Assists in the preparation of the annual budget related to administrative expenses, and manages and reviews expenditures for accuracy.
- Serve as a District representative on various committees, as assigned.
- Provides supervision, training, and work coordination for other office support staff, as assigned.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District staff and Board, and the general public.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Works weekends, evenings and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone and two-way radio for communication.

- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed governmental officials, media representatives, business and community leaders, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

QUALIFICATIONS: *The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be an Associate's degree in Business Administration, Public Administration, or a closely related field, and five (5) years of secretarial and office administration experience. Additional experience may be substituted for the educational requirement on a year-for-year basis.

License/Certificate:

Possession of a valid Class C California driver's license and satisfactory driving record.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

- Modern office practices, equipment and procedures.
- Business correspondence, filing systems, and standard office operations.
- Statistical and record keeping methods.
- Operations, procedures, policies, and precedents of the District.
- Federal, State and local laws, rules and regulations relative to the Brown Act; records management; resolutions, ordinances, Political Reform Act; Public Information Act, Elections and Appointments, and related.
- Agenda preparation and distribution requirements for the District Board.
- District organization, functions and policies.
- Water and sewer related services.
- Personal computer operation and related software applications including word processing, spreadsheet, database, and presentation software.
- Customer service and customer relations practices and principles.
- English usage, spelling, grammar, and punctuation.
- Principles of supervision and work coordination.
- Research methods and techniques.
- Principles and practices of sound business communication.
- Safe work methods and safety regulations.

Ability to:

- Perform a variety of complex and responsible administrative support work for the General Manager and the Board of Directors with speed and accuracy.
- Prepare agenda, minutes, and records for the Board of Directors.
- Take notes and prepare minutes of meetings.
- Keyboard at a minimum speed of 65 words per minute.
- Provide supervision and work coordination for office support staff, as assigned.
- Perform research and prepare documents and reports.
- Operate a variety of office equipment including computers and applicable software at an advanced level.
- Effectively represent the District, including its programs and policies with the public.
- Exercise tact, diplomacy and discretion in dealing with highly sensitive and confidential information.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain effective working relationships with all levels of District management, board members, other elected and appointed governmental officials, media representatives, business and community leaders, employees, the public and others encountered in the course of work.
- Understand and follow oral and written directions.
- Work effectively with a small group or individually.
- Provide excellent customer service and resolve public concerns and complaints.
- Skillfully and safely operate a motor vehicle when required in the course of performing work duties.

STATUS: Exempt

Revised: April 25, 2015