



EXECUTIVE ASSISTANT

DEFINITION

Under direction, performs highly responsible and complex administrative, secretarial, and office support functions for the Executive Management Team, Board of Directors, and District staff; serves as a confidential assistant for District administrative functions; prepares and distributes Board meeting agendas; maintains official records of Board proceedings and actions; coordinates assigned activities with outside agencies; conducts special projects; acts as the first point of contact for the department and the public to resolve issues and concerns; provides information to the public; performs difficult and complex office support work; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Government & Public Affairs Manager and Executive Management Team. Exercises direct supervision over administrative support staff, as assigned.

CLASS CHARACTERISTICS

This is the highest-level administrative support classification responsible for performing the most complex work. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Performs highly responsible and complex administrative, secretarial, and office support functions for the Executive Management Team, Board of Directors, other appointed boards and commissions, and District staff; serves as a confidential assistant for District administrative functions.
- Performs a variety of professional and administrative functions involved in the operation of the assigned department; researches, prioritizes, and addresses incoming issues and concerns.
- Gathers and organizes a variety of information and materials for the Executive Management Team and Board of Directors; prepares and distributes the Board agenda and related documents; attends Board meetings, develops and maintains minutes, and distributes resolutions and actions; follows up on Board actions; coordinates Board Standing Committee meetings; schedules and ensures completion of Board mandatory trainings.
- Serves as primary contact and liaison with other District staff, the general public, and outside agencies and organizations; represents the department to public and private groups, organizations, and other District groups; answers questions and provides information to District staff and the public regarding District procedures and policies; handles issues that may require sensitivity.
- Receives, edits, routes for approval, and uploads staff reports and attachments; prepares staff reports on behalf of assigned department; sends deadline reminders to appropriate staff and ensures staff report submittals comply with deadlines; ensures publications of public notice are sent out as required.

- Composes, formats, edits, revises, and proofreads correspondence, memoranda, agreements, contracts, legal documents, reports, meeting agendas and minutes, ordinances, resolutions, e-mails, letters, and other specialized materials such as notices of completion, notice of exemptions, and public notices; processes documents for department director authorization; develops, designs, and produces presentations, charts, graphs, maps, and spreadsheets, including analysis and interpretation, as assigned; checks drafts for punctuation, spelling, and grammar, and suggests corrections; independently responds to letters and general correspondence of a routine nature.
- Receives and provides oversight and guidance on processing Public Records Requests issued to assigned department; routes requests to appropriate internal staff for completion; ensures responses are completed and submitted by stipulated deadlines.
- Assists in preparation and administration of the department's annual operating and/or capital improvement project budgets, including gathering and analyzing data and information and monitoring expenses; prepares and reviews contracts, invoices, vouchers, and other documentation; investigates and evaluates the need for changes in budgetary allocations during the fiscal year.
- Manages and reviews expenditures for accuracy; tracks and manages budget expenses for the Executive Management Team and Board of Directors; processes and approves invoices for a variety of budgetary expenditures; responds to and resolves customer and vendor concerns and questions.
- Makes appointments and maintains calendar of activities, meetings, and various events for District executives, and Board members; coordinates travel arrangements and conference registrations; processes expense reports and forms; schedules use of conference rooms; coordinates meetings and conferences with public officials.
- Collects and maintains inventory of office equipment and supplies; arranges for the repair and maintenance of office equipment.
- Organizes, archives, copies, maintains, and retrieves records, documents, reports, and files; directs and/or participates in implementing the department's record retention program in accordance with District policy.
- Participates in numerous special projects, internal projects, and meetings as assigned; maintains records of action items; serves as a District representative on various committees and outside organizations, as assigned.
- Schedules and organizes internal staff meetings; tracks projects and activities; updates reports; communicates District priorities to Department Heads.
- Administers the Fair Political Practices Commission guidelines; files economic interest statements on behalf of District officials and staff, as required; issues campaign packets to candidates for Board elections.
- Provides supervision, training, and work coordination for other office support staff, as assigned.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, rules, and regulations including the Brown Act, the Political Reform Act, and the California Public Records Act.
- California municipal elections, appointments, and related legal precedents.

- Organization and function of public agencies, including the role of a Board of Directors.
- Rules and procedures governing the notice and conduct of public meetings, public hearings, agenda preparation, public noticing requirements, agendas, reports, meeting minutes, and distribution requirements for the District Board.
- Principles and practices of business documentation composition and development.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Business mathematic principles.
- District organization, ordinances, rules, programs, policies, and procedures applicable to departmental operations.
- Principles and practices of filing, recordkeeping, and records management.
- Research techniques, methods, and procedures.
- Administrative principles and practices, including goal setting, time management, prioritization of tasks, and project management.
- Research techniques, methods, and procedures, including the use of department databases.
- District-wide as well as departmental and divisional administrative procedures, practices, and principles.
- Principles and practices of data collection, database input, maintenance, and querying, and report preparation.
- Writing and editing skills, including proofreading, grammar checking, and formatting of memoranda, templates, policies, and procedures.
- Purchasing, accounting, and budgeting practices and procedures.
- Records retention and destruction policies and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform complex and responsible administrative and secretarial support work with accuracy, speed, and minimal supervision using tact and discretion.
- Prepare and compose official minutes, agendas, resolutions, reports, and legal and general correspondence, independently or from brief instructions; prepare clear and concise reports and other written materials.
- Anticipate and prioritize the needs of the Executive Management Team and the Board of Directors.
- Conduct research projects, evaluate alternatives, and make sound recommendations.
- Understand and carry out complex oral and written directions.
- Participate in the preparation of the department budget, including gathering and analyzing data related to expenditures and projected charges; monitor budget expenditures and revenues.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand rules and procedures governing the notice and conduct of public meetings.

- Effectively represent the District, including its programs and policies with the public; respond to and prioritize multiple phone calls and other requests for service.
- Exercise accounting skills including invoicing, accounts payable, and purchase order management.
- Make accurate mathematical, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Provide supervision and work coordination for office support staff, as assigned.
- Provide excellent customer service and resolve public concerns and complaints.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to the completion of an associate degree in business administration, public administration, or a related field.

Experience:

- Five (5) years of increasingly responsible administrative support work, preferably for a high-level administrator, executive, or Board.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of, or acquisition within six (6) months of employment, a valid State of California Notary Public license, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.