

EXECUTIVE ASSISTANT

SUMMARY

Under direction of the General Manager, performs complex, secretarial and administrative staff work to support the General Manager, Legal Counsel, and Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The exact duties performed will depend on the needs of the District.

- Serves as Secretary to the Board of Directors performing those duties as may be required including taking and transcribing official records of Board proceedings, preparation and filing of legal notices, document recording, preparing and posting proper agendas and notices of meetings and a variety of related activities.
- Keeps official District records and executes administrative policies. Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records. Directs preparation and filing of District legal documents with government agencies to conform with statutes.
- Coordinates and assists in District election activities. Processes and files disclosure forms for Directors and designated employees in compliance with requirements.
- Maintains spreadsheet of travel and conferences attended by Board members, including expenses to be reimbursed.
- Provides information to the Accounting Department for payment of meetings and expenses for Board Members.
- Makes reservations and travel arrangements as required.
- Supervises and organizes office procedures such as, filing systems, requisition of supplies and other administrative services.
- Organizes and maintains confidential records on Building Security System, banking, building keys, network passwords, SCADA, and others as needed.
- Maximizes office productivity through proficient use of appropriate software applications. Establishes uniform correspondence procedures and style practices.
- Responds to inquiries regarding policies, procedures, and programs.
- Assists with the administration of benefits programs such as life, health, dental, and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance. Assists with the administration of human resources and compensation program, performance review and salary administration programs to ensure effectiveness, compliance, and equity within organization.
- Plans office activities, coordinates special events, and work projects and assigns personnel responsible for carrying out and completing specific projects and duties.

- Assists with the administration of financial related duties, including appropriate purchase requisitions, purchase orders, management of petty cash, daily cash receipts, and credit card reconciliation.
- Processes the CalPERS retirement reports/invoices and the ICMA reports/invoices.
- Maintains the District's report of Public Official Appointments - Form 806.
- Reviews and analyzes purchasing practices for conformance to policies and procedures.
- Performs a variety of office related tasks as appropriate.

SPECIFIC TYPES OF KNOWLEDGE, SKILLS, AND PHYSICAL ABILITIES REQUIRED FOR THESE DUTIES:

- Ability to work both independently and work well within a team environment.
- Ability to perform and follow safety procedures.
- Ability to meet District insurability standards.
- Ability to perform intermediate functions in Microsoft Office Suite.
- Ability to utilize financial/accounting software.
- Ability to obtain a CA Notary certification within one year after hire date.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A high school diploma or G.E.D and five years related experience and/or training is required. A bachelor's degree in public administration or related field is desired.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees, board of directors, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Class "C" driver's license.
Must obtain a CA Notary certificate within one year of hire date.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will typically work in office conditions with the noise level varying from quiet to moderately loud.

CLASS HISTORY

Established:	JUNE 2005	Revised/Reviewed:	JUNE 2020
FLSA Status:	Non-exempt	Salary Grade:	18
Reports to:	General Manager	Department:	Administration