



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

## 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** include the following. Other duties may be assigned.

- Supervises and organizes office procedures such as, filing systems, requisition of supplies and other administrative services.
- 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.
- 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. 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.
- Coordinates and assists in District election activities. Processes and files disclosure forms for Directors and designated employees in compliance with requirements.
- 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 and work projects and assigns personnel responsible for carrying out and completing specific projects and duties.

- Assists with the administration of appropriate purchase requisitions, purchase orders. Reviews and analyzes purchasing practices for conformance to policies and procedures.
- Performs a variety of office related tasks as appropriate.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. 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 groups of managers, 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.

### **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.

### **OTHER SKILLS AND ABILITIES**

- Ability to meet District insurability standards.
- Proficient with Microsoft Excel and Word.
- Ability to utilize personal computers in an office.
- Ability to utilize financial/accounting software.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Class "C" drivers license.

## **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.

## **RIGHT TO WORK REQUIREMENT**

Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

**The Leucadia Wastewater District does not unlawfully discriminate on the basis of race, creed, color, age, religion, sex (including pregnancy, childbirth or related medical conditions), nationality, national origin, ancestry, citizenship status, physical or mental disability, medical condition (including HIV or AIDS related conditions), marital status, gender identification or sexual orientation.**

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

## **CLASS HISTORY**

<b>Established:</b>	June 2005	<b>Revised:</b>	11/2010
<b>FLSA Status:</b>	Non-exempt	<b>Salary Grade:</b>	16
<b>Reports to:</b>	General Manager	<b>Department:</b>	Administration