



# JOB DESCRIPTION

<b>POSITION</b>	Executive Assistant	<b>SAFETY SENSITIVE</b>	No
<b>SALARY RANGE</b>	Range 24	<b>ESTABLISHED DATE</b>	02/17/16
<b>FLSA STATUS</b>	Non-Exempt	<b>REVISION DATE(S)</b>	12/21/2022
<b>HOURS – FT/PT</b>	Full Time		

## SUMMARY

Under general supervision, performs mid to high-level administrative, secretarial, and office support functions for the General Manager, Department Heads, and Board of Directors; serves as a confidential assistant to the General Manager for District administrative functions; prepares and distributes Board meeting agendas and minutes; maintains official records of Board proceedings and actions; coordinates assigned activities with outside agencies; conducts special projects; provides information to the public; performs complex office support work; and performs related work as required.

## DISTINGUISHING CHARACTERISTICS

This classification is responsible for independently performing a full range of administrative duties under general supervision, within established guidelines. Employee classifications at this level are expected to be fully trained and competent with the ability to perform complex administrative tasks accurately and on time. The incumbent must possess significant previous work experience in the same or related field and be flexible with a strong ability to adapt to change. The incumbent always represents the District in a professional and tactful manner.

## SUPERVISION RECEIVED/EXERCISED

This position receives general supervision from the General Manager or department head if assigned. This position has no direct supervisory responsibilities.

## EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

### Essential Functions:

1. Provides direct and confidential administrative and clerical support to the General Manager; gathers, prepares, and, organizes various documents, records, and materials; manages calls and messages; completes tasks and resolves concerns/complaints in a timely and accurate manner; and other related duties as assigned.
2. Provides support to the General Manager and Department Heads, including but not limited to, scheduling meetings; maintaining and updating calendars; maintaining a tickler reminder system for dates and compliance deadlines; creating or reviewing correspondence, spreadsheets, presentations, etc.; making travel arrangements; book training/conferences; prepare expense reports & reconcile credit cards; mailing or overnighting letters/packages; running errands; establishing and maintaining electronic organized and paper files; printing, copying, scanning, faxing, etc.
3. Provides staff/consultants with agenda item deadlines; assists in preparing staff reports; prepares Board and Committee agendas, packets, minutes, and other related documents; posts the agenda and packet items in a timely manner in accordance with the Brown Act; maintains agenda management system; and assists with updating and maintaining of District website.
4. Regularly attend and coordinate board meetings, special meetings, committee meetings, etc.; record accurate minutes in real-time, including but not limited to roll call votes on agenda items, taking minutes, and producing minutes for approval and distribution.

5. Assists Board members with tasks including, but not limited to, general inquiries; booking board member training, conferences, and workshops; creating annual meeting schedule assignments; making travel arrangements when required; assisting and managing expense reports; tracking board member training requirements.
6. Answers a substantial amount of correspondence in accordance with general policies and procedures or knowledge of the General Manager's viewpoint. As assigned, prepares draft correspondence and presents to the General Manager for approval and signature.
7. Prepares resolutions or ordinances, and verifies completeness and consistency with District standards, policies, and procedures.
8. Reviews letters, agenda packets, reports, records, manuals, presentations, meeting minutes, and other items for grammar, accuracy, format, completeness, and compliance with set Agency standards. Assist with writing or reviewing newsletter articles.
9. Responds to California Public Records Act requests for information and maintain public records in compliance with the California Public Records Act.
10. Monitors compliance to the Ralph M. Brown Act (Government Code Section 59450-54963) in posting of public meeting notices.
11. Monitors compliance with the Register of Voters and completes any forms or documents required.
12. Oversees distribution and receipt of annual statements of economic disclosure (Form 700) for Board members, staff, and consultants. Serves as District Filing Officer for such.
13. Maintains an organized filing system of the official documents of the District, including, but not limited to, ordinances and resolutions, minutes of meetings, agenda packets, Form 700, Registrar of Voters Forms, etc.
14. Maintains Notary in good standing and provides Notary services for the District.
15. Establishes and maintains cooperative working relationships with staff, vendors, outside agencies, and the public.
16. Analyzes and resolves office administrative situations and problems.
17. Completes special projects involving research and preparation of information for reports, internally and externally.
18. Assists with monitoring budgets, tracking expenditures, and providing reports.
19. Act as the point of contact for the leadership team, consultants, and other external partners.
20. Performs other special projects and duties as assigned.
21. Regular attendance at the work site.

## MINIMUM QUALIFICATIONS

*The following are representative of the qualifications necessary to perform the essential duties of the position.*

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

### **Experience:**

- 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. Public agency experience is highly desired.

### **Education and/or Training:**

- High School Diploma or equivalent;
- Equivalent to graduation from an accredited four-year college or university with major coursework in business management or public administration, or closely related field highly desired.

**Certificates, Licenses, Registration:** Notary Public certification required (or be able to receive within six months of appointment).

**Other Requirements:** Must possess and maintain a California Class "C" Driver's License.

## **PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES**

*The following are representative examples of KSA's necessary to perform the essential duties of the position.*

### **Knowledge of:**

- Thorough knowledge of the District's policies, procedures, and services.
- Understand the organization and operations of the District and outside agencies as necessary.
- Knowledge of practices used in agenda packet preparation, minute taking, and preparation.
- Thorough knowledge of correct English grammar, punctuation, and spelling.
- Extensive knowledge in the drafting of technical documents and professional correspondence.
- Thorough knowledge of various Microsoft Office products, including Word, Excel, PowerPoint, and Outlook.

### **Skills in:**

- Possess strong organizational skills.
- Strong verbal and written communication skills.
- Skilled proficiency with internet search capabilities.
- Proficient skills in multitasking, flexibility, and prioritizing work assignments in a dynamic work environment.

### **Ability to:**

- Ability to be adaptable to change.
- Ability to exercise discretion and independent judgment.
- Ability to think critically and independently with very minimal oversight.
- Exceptional ability to pay attention to detail.
- Ability to represent the District in a professional manner.
- Ability to effectively work with all levels of staff in order to acquire data and information.
- Ability to work efficiently, independently and productively when completing work tasks.
- Ability to operate standard office equipment (e.g., phone, computer, copier, fax, typewriter, and calculator).
- Ability to operate meeting software such as Zoom or Microsoft Teams proficiently.
- Ability to read, analyze and interpret a variety of documents such as business periodicals, professional journals, technical procedures and governmental regulations.
- Ability to interpret and apply administrative policies and regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from employees, executive management, customers, other agencies, legislators and legislative staff, the general public, Board of Directors, regulatory agencies, vendors, etc.
- Ability to apply basic mathematical concepts, including decimals, percentages, fractions, and basic statistics.
- Ability to define problems, collect data, establish facts, and think independently to draw valid conclusions.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to solve problems, involving several concrete variables in standardized situations.
- Ability to perform work in accordance with specific safety procedures to minimize potential for injury.
- Knowledge of water district terminology.
- Ability to maintain accurate records electronically and in paper format.
- Communicate clearly, concisely, and effectively, both orally and in writing.
- Travel to attend meetings, conferences, training, and other relevant events.
- Establish and maintain cooperative, respectful and effective working relationships with those contacted in the course of work including District employees, officials, vendors, and the general public.

## PHYSICAL AND MENTAL DEMANDS

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 20 lbs.) on an infrequent basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to sit for extended time periods and use office equipment such as computer terminals, copies, and fax machines on a regular basis. Requires normal range hearing and vision. Ability to stoop, kneel and crouch occasionally.

**Work Environment:**

- **Outside:** On seldom occasion standing, walking, climbing may be required during inspection tours of facilities.
- **Inside:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Fumes/Gasses:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected.

**Equipment Use:** Standard office equipment such as computer hardware and peripherals, binding machines, copy machines, scanning machines, fax machines, and telephone.

**Mental Demands:** While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

**Safety:** Follows proper safety practices at all times.

**Travel:** On occasion, the incumbent in this position may be required to attend hearings, workshops, meetings, and seminars.

**Other:** Position subject to extended work hours and attending evening meetings.

## EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

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Print Employee Name

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Employee's Signature

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Date