



## Executive Assistant/District Secretary

Class Code:  
200

### DEFINITION

Under general supervision from the General Manager (GM), provides responsible and complex administrative, analytical, and confidential secretarial support to the General Manager; functions as Secretary to the Board of Directors, providing staff support to their meeting processes and statutory responsibilities; plans, directs, and supervises clerical staff assigned to the General Manager's office; performs office administration functions such as assisting with budget preparation, preparing expense reports, and providing oversight to the maintenance of complex filing and record keeping systems; serves as Notary Public for the District, management, and staff; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

**Executive Assistant/District Secretary** is a single-position experienced administrative and secretarial classification that provides direct support to the General Manager and Board of Directors. Under general supervision, within a framework of established policies and procedures, the incumbent provides responsible and complex administrative, analytical, and confidential secretarial support to the GM and the Board of Directors. Assignments from the GM may vary in scope and include data gathering, analysis, and writing projects as well as responsible and confidential administrative support tasks; while support for the Board of Directors focuses on preparation and posting of meeting notices, agendas, and meeting minutes requiring a full-understanding of all pertinent rules and regulations. Assignments are given in general terms and are subject to review upon completion. There is significant latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from other District administrative and secretarial classifications by the diversity and complexity of work assignments and by the responsibility for providing direct support to the General Manager and Board of Directors on District-wide issues.

### TYPICAL DUTIES

#### **TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Provides confidential secretarial and administrative assistance to the General Manager; transcribes, composes, and types a variety of confidential correspondence and reports; uses a personal computer to perform word processing, spreadsheet, database, e-mail, Internet, and other specialized functions.
- Performs special studies and analyses as assigned; gathers and evaluates data; contacts other organizations, if necessary, to obtain information; analyzes statistical, operational, or other information and prepares reports and recommendations based upon analysis; conducts various internal and external surveys.
- Functions as Secretary to the Board of Directors; prepares, assembles, and distributes agenda materials and posts required legal meeting notices; attends Board meetings, takes notes, and transcribes minutes for review and issuance; follows-up on Board actions taken and notifies appropriate parties; drafts Board resolutions for review and approval.

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- Coordinates, tracks, and responds to Public Records Requests and Subpoenas on behalf of the District.
- Serves as liaison between the General Manager and department managers, the Board of Directors, outside agencies, and the general public; may represent the General Manager in meetings as assigned.
- Participates in selection interviews and hiring of new clerical staff assigned to the General Manager's office; prioritizes, assigns, and reviews work, approves time off for payroll purposes, and prepares employee performance evaluations; interprets District policies and procedures to employees; administers day-to-day aspects of labor agreements with employee organizations.
- Performs a variety of office management functions such as assisting with budget preparation, ordering budget items, renewing memberships, and preparing expense reports for the General Manager and the Board; oversees maintenance of complex filing and record keeping systems.
- Receives and screens phone calls and visitors; refers inquiries to appropriate sources and responds to citizen complaints; makes appointments and arranges meetings; gathers relevant background information needed for meetings; takes and transcribes meeting minutes.
- Provides various administrative support duties for the General Manager and Board of Directors, such as: schedules conferences, events, or meetings, processes expense reimbursements, and arranges travel.
- Maintains project schedules of work assigned to departments or divisions; monitors and tracks progress of assigned projects; follows up to obtain status reports; prepares summaries of project status for review by General Manager.
- Assists Registrar of Voters for District election proceedings; explains election procedures and distributes filing information; may receive Board candidate filing papers; may act as filing officer for Financial Disclosure Forms pursuant to Conflict of Interest Code, as necessary.
- Serves as certified Notary for the District, management, and staff.
- Performs other related work as required.

## **REQUIREMENTS**

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

### **Education and Experience:**

Possession of an Associate's degree from an accredited college or university in business administration, public administration, English or a related field; and six (6) years of full-time experience working for senior management or professional staff in an administrative support

capacity, including one (1) year of lead experience OR completion of the District's Leadership Skills Training Program. Supervisory experience desired.

Additional qualifying education may be substituted for the required years of experience on a year for year basis up to a maximum of two (2) years.

If not previously completed, completion of the District's Leadership Skills Training Program is required following hire.

**Knowledge, Skills, and Abilities:**

Knowledge of: principles and practices of organization and management; applicable federal, state, and local laws and regulations governing water district operations; basic statistical and quantitative analytical techniques; accepted concepts of public and community relations; techniques for providing good customer service; modern principles and practices of effective employee supervision and personnel management; modern office administration practices and procedures, including records management and filing practices and procedures; principles and practices of business letter writing and report preparation; correct English usage, including spelling, grammar, and punctuation; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: work independently and exercise sound judgment within established guidelines; organize, coordinate, and prioritize a variety of assignments with varying deadlines; work effectively under pressure with frequent interruptions; function effectively in an administrative support capacity and maintain strict confidentiality; gather and analyze data and prepare reports and recommendations based on analysis; prepare clear and concise written reports; maintain detailed and accurate records; plan, assign, supervise, and review the work of assigned clerical staff; type accurately at a rate of 50 words per minute from printed copy and type with speed and accuracy from rough draft copy and/or voice recording equipment; perform the essential duties of the job without causing harm to self or others. operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Additional Requirements:**

- Must possess a valid driver's license and have a satisfactory driving record.
- Must possess or be able to obtain within six months of appointment a Notary Public commission from the state of California.

**Working Conditions/Physical Requirements:**

The essential functions of this classification are performed in a controlled-temperature office and require the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone, computer keyboard and other office equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; intermittently twist to reach equipment or supplies surrounding desk; and frequently lift and carry items weighing up to 20 pounds and occasionally up to 55 pounds.

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Revised: 07/15, 02/21

Approved: \_\_\_\_\_  
Human Resources/Risk Manager