



ROWLAND WATER DISTRICT
3021 Fullerton Road, Rowland Heights, CA 91748
www.rowlandwater.com

EMPLOYMENT OPPORTUNITY

Executive Assistant

Deadline to file applications: July 9, 2021

SALARY AND BENEFITS

SALARY RANGE: \$9,399.00 - \$11,425.00 per month

- Medical, Dental and Vision Insurance plans paid 100% by the District for employee and dependent(s)
- CalPERS Retirement: Classic members, 2.5% at 55; PEPRA members, 2% at 62
- 10 paid holidays per year, 10 paid vacation days per year initially, up to 20 per year, 12 paid sick leave days per year, 40 hours administrative leave.
- Tuition Reimbursement up to \$7,500 per year, and not more than \$37,500 in total
- 9-80 work week (every other Friday off)

DEFINITION

Under general supervision, provides highly responsible professional, confidential and complex administrative and analytical assignments for the General Manager. Plans, organizes, directs, and coordinates the administrative activities of the General Manager's office; provides support and assistance to the Board of Directors as assigned; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The single position class is distinguished by its responsibility for providing direct administrative and clerical support to the General Manager and is expected to demonstrate a high level of expertise and initiative in maintaining efficient and effective administrative operations that are consistent with Board policies and the administrative guidelines established by the General Manager.

EXAMPLES OF DUTIES

- Attends Board meetings, produces and maintains official record of minutes, Resolutions, Ordinances, and board actions. Follows up as necessary.
- Works closely with the General Manager in preparing the Board Agenda, as well as assembles and distributes the board packets; ensures compliance with legal requirements governing public notice of meetings and conduct of closed sessions.
- Performs confidential tasks for the General Manager, Board Members, and other staff as directed.
- Maintains official records of Board proceedings and actions under the direction of the officially designated "District Secretary".
- Prepares a variety of correspondence memoranda, and other items as delegated by the General Manager.
- Operation and use of computer programs with the Microsoft Office 365, including MS Word, Excel, Outlook, PowerPoint, and Publisher.

TYPICAL PHYSICAL ACTIVITIES

- Communicates orally with District management, co-workers, and the public in face- to-face, one-on-one and group settings.
- Talk and/or hear in person and by phone.
- Must be able to carry, push, pull, reach, bend, crouch, and lift objects and supplies weighing up to 40lbs.
- Use hands repetitively to operate computers and other standard office equipment.
- Sits for extended time periods.
- Vision within normal ranges.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Either (1) Possession of an Associates of Arts degree from an accredited college or university with a major in business management or related field or (2) completion of a formal program of instruction in Secretarial Science or Business Administration from an accredited vocational school, or (3) an equivalent program of academic preparation acceptable to the District.

Experience:

Four years of progressively responsible and complex administrative and secretarial experience, two of which included serving as recording secretary at a public meeting for elected officials.

License:

Possession of a valid California Notary License is required, or the ability to obtain a California Notary License within 1 (one) year.

Overtime Assignments

The purveyance of water is a vital service to the community and as such always requires the availability of District personnel. Consequently, employees will be required to respond to emergency calls, accept periodic overtime assignments, and perform all duties deemed necessary by the District. Lacking a bona fide excuse satisfactory to the District, a failure to report when called could result in termination.

APPLICATION PROCESS:

Visit www.rowlandwater.com for a complete job description. Applications can be completed and submitted online along with a resume at www.rowlandwater.com/careers.

Fair Labor Standards Act:

For the Fair Labor Standards Act, this position shall be considered an Exempt" position.

Equal Opportunity Employer:

Rowland Water District is an equal opportunity employer, and does not discriminate in hiring, training, promotion, compensation, or terms of employment on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex.

Americans with Disabilities Act:

The District will make such reasonable accommodations to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans with Disabilities Act of 1990.