



ROWLAND WATER DISTRICT

Executive Assistant

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.

EXAMPLE OF DUTIES

The following are duties performed by employees in this class. Duties listed are not meant to be all-inclusive. Other duties may be required as assigned.

- Answers the telephone and receives office visitors, providing a variety of information about District policies, programs, and functions, and/or refers to appropriate personnel.
- Attends Board meetings, produces and maintains official record of minutes, Resolutions, Ordinances, and board actions. Follows up as necessary.
- Checks letters, reports, records and other items for accuracy, completeness, and compliance with established standards.
- 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 the conduct of closed sessions.
- Gathers and organizes a variety of information and materials for the General Manager and District Board of Directors.
- Assists with the election process for Board of Director offices.
- Maintains official records of Board proceedings and actions under the direction of the officially designated "District Secretary".
- Makes all travel arrangements for out-of-town meetings, seminars, workshops, and conferences attended by the General Manager and/or Board members and other District staff as directed.

EXAMPLE OF DUTIES (continued)

- Performs confidential tasks for the General Manager, Board Members, and other staff as directed.
- Prepares a variety of correspondence memoranda, and other items as delegated by the General Manager.
- Operates a variety of office equipment in the performance of work assignments.
- Establishes and maintains a variety of records and files.
- Assist Customer Service staff when the need arises.
- Perform basic routine maintenance to miscellaneous office equipment.

EMPLOYMENT STANDARDS

Knowledge of:

- Requirements of the Brown Act and parliamentary procedures.
- Operations, procedures, policies, and precedents of a public agency preferred.
- Office management principles, operations, procedures, and etiquette.
- Development and maintenance of filing and recordkeeping systems.
- Agenda preparation and distribution requirements for the District Board.
- Notification and publication requirements for Board actions, ordinances, and resolutions.
- Correct use of English, including spelling, grammar, and punctuation.
- Basic principles and practices of recordkeeping and fiscal controls.
- Principles and practices of personnel administration.
- Rules and regulations required to work safely and efficiently.

Ability to:

- Operation and use of computer programs with the Microsoft Office 365, including MS Word, Excel, Outlook, PowerPoint, and Publisher.
- Type at a rate of 75 words per minute from clear, legible copy.
- Communicate clearly, concisely, and effectively, both orally and in writing.
- Skillfully use computers and applicable software in the performance of office and administrative support assignments.
- Perform a variety of complex and responsible support work for the General Manager and the Board of Directors.
- Take complete, comprehensive notes at live meetings, unaided by recording devices, to prepare clear, concise, and complete documentation, minutes and other reports and correspondence.
- Gather, analyze, and prepare documents for special reports and studies.
- Maintain, update, and ensure the accuracy of fiscal records and data.
- Take and transcribe notes and minutes of meetings at a sufficient rate to meet job demands.
- Exercise good judgment, make independent decisions and function without direct supervision.

Ability To (continued):

- Effectively represent the District, including its programs and policies, and serve as liaison between District personnel, other agencies, and the public.
- Establish and maintain effective working relationships with District management, employees, customers, and others encountered in the course of work.
- Organize work, set priorities, and meet critical time deadlines.

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.

SPECIAL REQUIREMENTS

- Possession of valid California Driver's License (Class C) issued by the State Department of Motor Vehicles. Proof of a good driving record free of multiple or serious traffic violations or accidents for at least two (2) years' duration. The driving record will not contribute to an increase in the District's automobile liability insurance rates.

SPECIAL REQUIREMENTS (continued)

- Ability to pass a pre-employment background investigation and physical.
- This position serves a mandatory six (6) month probationary period.

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.

Fair Labor Standards Act

For the purposes of the Fair Labor Standards Act, this position shall be considered a General Employee Unit, “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 accommodation to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans with Disabilities Act of 1990.

*Job Descriptions only present a descriptive summary of the range of duties and responsibilities for the specified position. Therefore, Job Descriptions **may not include all** duties performed by individuals holding the position. In addition, job descriptions are intended to outline the **minimum** qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position. Job Descriptions shall be periodically reviewed and updated by the General Manager.*

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date