



ROWLAND WATER DISTRICT

PWAG ADMINISTRATIVE ASSISTANT

PART-TIME HOURLY

PUBLIC WATER AGENCIES GROUP (PWAG) EMERGENCY RESPONSE GROUP

Public Water Agencies Group (PWAG) is a professional association of 21 water utilities in Los Angeles County. 19 of those member agencies participate in the Emergency Response Group (ERG). The Group's program was developed to improve and support ERG member agency disaster preparedness, response and recovery capabilities. Mutual aid (ERG members assisting each other during and after a disaster by sharing staff, equipment or supplies) is a priority for the Group and coordination of this activity is ongoing. The ERG also works to partner with first responder and oversight organizations such as police and fire, public health, emergency management, cybersecurity and Homeland Security agencies. Cost sharing projects like shared training, advocacy activities and purchasing equipment are developed periodically.

The PWAG Emergency Management Coordinator (EMC) supports the ERG through plans, training and exercise, mutual aid program development and coordination, development and maintenance of partner relationships, and disaster response programs such as emergency radios and generators. The EMC serves as the infrastructure (terrorism) Liaison Officer (ILO), Multi-Agency Coordination (MAC) group coordinator, and main Subject Matter Expert (SME) for emergency management topics. The EMC seeks to develop and maintain a high level of familiarity with all ERG member agencies' infrastructure, functions, staff and preparedness priorities. Each individual ERG member agency must be supported at its current level of preparedness, assisted in progressing over time and coordinated to work together with the other ERG member agencies to withstand and recover from emergencies and disasters.

DEFINITION

Under general supervision from the PWAG Emergency Management Coordinator (EMC), performs a wide variety of responsible and complex administrative and technical duties in support of assigned programs; prepares a variety of fiscal, administrative and operational reports, and provides a variety of information to PWAG's member agency staff and collaborative partners.

Performs a wide variety of specialized clerical duties, communications, and other functions within the assigned department. The incumbent is expected to independently perform a full range of duties with only occasional instruction or assistance and exercises some independent initiative, discretion, and judgment in matters related to work procedures and methods.

EXAMPLES OF DUTIES

Serves as the Administrative Assistant for the PWAG Emergency Response Group (ERG); assists in planning and coordinating day-to-day operations, functions, and services; directs, coordinates, and reviews assigned activities including assigned administrative support and technical areas. Performs a wide variety of responsible administrative duties for management staff and Group leadership (board and Executive Committee) as assigned, relieves the EMC of administrative work, and attends to a variety of administrative details to ensure smooth operations of the program in serving PWAG member agencies.

Coordination:

- Manage EMC calendar in Outlook and PWAG Events Calendar on the website; assist with calendar invites, reminders, and coordination for speaking engagements.
- Manage EMC email in Outlook; develop organizational system for prioritization and follow-up. Work with EMC to send regular communications to member agencies in Constant Contact.
- Assist with calendar coordination to secure dates for group activities such as meetings, trainings, and webinars are scheduled.
- Assist with reimbursement requests for the EMC and the PWAG Emergency Generator Host, annual budget documents and meetings, and other fiscal activities.
- Use project management software to manage program tasks and priorities and share information with EMC.
- Organize and manage PWAG OneDrive and develop and maintain file structure documentation. Support member agencies through file sharing when needed.
- Support PWAG committees and working groups through scheduling, task reminders to chairs, taking meeting notes, and assisting with document development and management.

Meetings and Training:

- Support meetings and prepare memos, letters, agendas, articles, presentations, trainings, and reports as needed for PWAG Board and Executive Committee, member agency boards, PWAG committees and working groups, and outside agencies.
- Provide follow-up support for meetings and trainings by preparing notes, minutes and supporting documents; ensure that follow-up communications are sent timely and to correct personnel.
- Assist with Annual Strategic Planning meeting, documents, research and reporting. Provide follow-up support through emails and documentation.
- Assist in planning and logistics for PWAG Annual Picnic; conduct any needed follow-up and post photos and other relevant information on the website.
- Assist in planning and logistics for Annual Great Shakeout and other exercises; conduct any needed follow-up and post photos and other relevant information on the website.
- Support online meetings and trainings using Teams and Eventbrite; set up meetings electronically and connect them to EMC and member agency calendars; manage logistical questions for attendees, attendance records and recordings, and take notes if needed.
- Support in-person meetings and trainings through scheduling, reminders, registrations, arranging for catering, sending materials for printing and delivery. Provide follow-up support through emails, materials and recordings.

Program Support:

- Assist with Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) project; update ten participating agency Community Outreach distribution lists with guidance from EMC and project consultant.
- Support the PWAG website; ensure that secure logins work and are available for those who need them, help member agencies uploading documents to the site and assist with content updates and design refreshes. Reproduce Constant Contact emails on News page, or work with webmaster to connect the tools to duplicate the content in both places.
- Assist with development of and maintain the PWAG Master Resource Inventory List; convert content to FEMA/AWWA Resource Typing format as time allows.
- Assist with development of and maintain the PWAG Mutual Aid Directory; develop self-service procedures for ERG member agencies to be able to see and update their content without assistance.
- Assist with development of PWAG ERG membership orientation for new member agency leadership, such as GM/AGM, field leadership, and board members.
- Support Subject Matter Experts (SMEs) program through research and scheduling for potential new SME meetings, annual contract updates, and periodic coordination.
- Assist with development and printing of PWAG brochure.
- Manage the Monthly PWAG Radio Tests through annual sign-up, documentation updates and training scheduling. Manage Standby Radio Operator scheduling during the EMC absences.

Qualifications

Knowledge of:

- Operation and use of computer programs within Microsoft Office 365, including MS Word, Excel, Outlook, and PowerPoint
- Principles and practices of fiscal and administrative research and report preparation.
- Principles and practices used to establish and maintain files.
- Prepare clear, concise, accurate and comprehensive correspondence, reports, and other written materials using correct English, including spelling, grammar, and punctuation

Ability to:

- Perform responsible and difficult administrative support and clerical duties involving the use of independent judgment and personal initiative.
- Plan and organize work to meet changing priorities and deadlines.
- Communicate clearly, concisely, and effectively.
- Work under steady pressure with frequent interruptions.
- Work independently in the absence of supervision.
- Work collaboratively as a member of a self-directed work team.
- Understand and follow oral and written instructions.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Independently prepare correspondence and memoranda.
- Type accurately and at a speed necessary for successful job performance (45-60 WPM).

- Maintain confidential records and reports.
- Operate and use modern office equipment, including a computer.
- Communicate clearly and concisely, both orally and in writing.
- Work cooperatively with other departments, Group officials, and outside agencies.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Exercise good judgment and maintain confidentiality regarding critical and sensitive information, records, and reports.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Education/Experience

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

- Bachelor's degree in Business Administration, Public Administration, or a related field.
- Three (3) or more years of progressive administrative experience. Experience in a government or public utility is desirable.

Certification

- IAAP, Certified Administrative Professional Certificate (CAP)
Ability to obtain this certification within one year of hire

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. Must have automobile insurance.
- Required to pass a physical examination which includes an initial drug screening. The district will also conduct a comprehensive pre-employment background investigation.
- Must live within fifty (50) miles of the District. Will be required to drive to the District or other agencies when needed. May be required to work extended hours including evenings and weekends.

Working Conditions and Physical Activities

Environment: Work from home. Must live within 50 miles of the District. Will be required to drive to the District or other agencies when needed. May be required to work extended hours including evenings and weekends.

Physical: While performing the duties of this class, employees are regularly required to sit, walk, and stand; talk or hear, in person and by telephone; use hands and fingers repetitively to handle, feel or operate standard office equipment; reach with hands and arms. Employees are occasionally required to walk, and stand for prolonged periods; stoop, bend, kneel and twist; regularly lift twenty (20) pounds and occasional lift twenty-five (25) to fifty (50) pounds.

Mental: While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with Group managers, staff, vendors, the public and others encountered in the course of work.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Hearing: Hear in normal audio range with or without correction.

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, “non-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 based on 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