



JOB DESCRIPTION

TITLE: **EXECUTIVE ASSISTANT**
STATUS: **Non-Union/FLSA Non-Exempt**
GRADE: **Grade 14**

JOB SUMMARY:

Incumbent is responsible for providing professional level administrative support to the General Manager, Board of Commissioners and the Administrative Services Manager through a variety of complex and often confidential administrative duties.

REPORTING RELATIONSHIPS:

This position reports to the Administrative Services Manager and does not supervise other positions.

ESSENTIAL DUTIES include the following:

- Prepares agendas, packets, notices, minutes and resolutions for Board of Commissioner meetings; takes, prepares, distributes, and maintains meeting minutes;
- Assists Executive Management and Commissioners' activities by providing confidential administrative and staff support; makes travel arrangements, screens telephone calls and visitors, takes messages and maintains executive calendars;
- Works independently and/or within a team on assignments or special projects, which may include planning and coordinating meetings, the Board's annual retreat, disseminating information and organizing District events, and maintaining interagency relations;
- Types, edits and proofs resolutions, correspondence, legal documents, interagency agreements, contracts and proposals;
- Serves as custodian of the District's official records;
- Maintains District Code; provides Code updates to the District's online code management vendor;
- Compiles information and materials for the General Manager, Board of Commissioners and management staff; prepares reports, summaries, correspondence and memoranda;
- Maintains and updates executive and administrative services website information items;
- Oversees design, layout, production and distribution of the District's semi-annual newsletter;
- Responds to inquiries and requests for information regarding Board meetings, Commissioners and District activities;
- Provides administrative support for other Administrative Services staff;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Professional standards for business correspondence writing, grammar, spelling, and punctuation;
- Principles and practices of record keeping, records retention, records management, and file maintenance;
- Computer and applicable software applications;
- Customer service standards, protocols, and techniques; and
- Current office methods, procedures, and practices.

Skill in:

- Using computer and related software applications;
- Creating and maintaining computer database;
- Paying attention to detail and accuracy;
- Creating and maintaining file systems;
- Establishing and maintaining effective interpersonal relationships at all organizational levels with District customers and with the public; and
- Analyzing problems and identifying solutions; and dealing tactfully and courteously with the general public and others seeking information about District functions and activities;
- Working independently on multiple tasks;
- Organizing and prioritizing work assignments; and
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Experience/Education: A typical way to obtain the knowledge and abilities required to be proficient in the position would be five years of progressively responsible office experience and a high school diploma. Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job.

WORKING CONDITIONS:

Duties are primarily performed in an office environment.

PHYSICAL REQUIREMENTS:

This position typically requires the ability to operate a computer, telephone, and other standard office equipment. The ability to communicate with employees, vendors and external ratepayers is required. The ability to travel within an office environment regularly and between office locations on an occasional basis is required. Occasional travel to meetings or conferences is required.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use

of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

CLASSIFICATION HISTORY:

Draft prepared by Fox Lawson & Associates LLC – SMP/js

DATE: February 2000

GRADE INCREASE: January 2017

Job Description Reviewed and Updated: May 2019