



APRIL 2016
FLSA: NON-EXEMPT

EXECUTIVE ASSISTANT I/II

DEFINITION

Under general supervision (I) or general direction (II), provides varied complex, and confidential office administrative, secretarial, and general clerical assistance to the General Manager and Board of Directors; acts as Board Secretary to Monte Vista Water District and Monte Vista Irrigation Company; conducts projects and administers limited programs; coordinates assigned activities with those of other District departments and outside agencies; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (I) or general direction (II) from the General Manager. Exercises no supervision of staff. May exercise technical and functional direction over other administrative staff.

CLASS CHARACTERISTICS

Executive Assistant I: This is the first level within the Executive Assistant classification series and is a working level. The principal function of this class is to provide administrative support to the General Manager and Board of Directors. Initially, incumbents perform a variety of office administrative, project coordination and management support work for the General Manager, Board of Directors, and associated staff. Incumbents are expected to perform general administrative support duties without much training or direction; however, they may be learning the specific duties and activities related to supporting the Board of Directors and Board meetings, including developing Board agenda packets, scheduling meetings, and taking minutes during Board meetings. Positions at the I levels are not expected to function at the same skill level as positions at the II level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. As experience is gained, assignments become more varied and are performed with greater independence.

Executive Assistant II: This is the fully experienced journey-level class within the Executive Assistant series. Incumbents are expected to perform the full range of administrative support and "Clerk of the Board" duties and are required to work independently and use sound judgment. The work requires application and interpretation of policies, procedures, and regulations and involves frequent contact with the General Manager, Board of Directors, and general public.

Positions in the Executive Assistant class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level; progression to the II level is subject to management approval and is dependent on the incumbent (i) performing the full range of duties assigned to the II level, and (ii) acquiring the knowledge, skill, and experience necessary to meet the minimum qualifications for the II level of the series.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions assigned to the entry (I) level of the series may perform some tasks in a learning capacity.

- Provides responsible, multi-functional, and confidential administrative support to the General Manager by assisting with duties of varied, complex, and sensitive nature; organizes and carries out administrative assignments, including word processing and proofreading reports, letters, memoranda, projects, and other documents; scheduling various meetings with Board members and outside agencies; and maintaining District records.
- Acts as Secretary to the Board of Directors; attends a variety of meetings; prepares meeting agendas and gathers background information for agenda items; assembles and distributes agenda packets, meeting records, and all enclosures for mailings; sets up meeting rooms; attends meetings and takes minutes; transcribes minutes; distributes documents resulting from Board action; prepares legal and informational notices on behalf of the District.
- Serves as a liaison between management, the Board of Directors, and outside organizations; provides information and assistance as needed.
- Schedules and coordinates travel arrangements for meetings, seminars, workshops, and conferences attended by the General Manager and/or Board of Directors; schedules event appearances; prepares and processes itineraries and pertinent meeting information; prepares and processes expense reports for reimbursement.
- Schedules staff meetings; prepares staff agendas and minutes; keeps staff abreast of deadlines; prepares and responds to staff memos.
- Serves as District Notary Public, manages public records requests; maintains official records; maintains records retention program.
- Manages public records requests; maintains official records; maintains records retention program; ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records.
- Conducts research related to various and multiple District activities.
- Serves as Elections Officer for District, including issuing candidacy papers, processing related paperwork, and assisting in the orientation of newly elected board members.
- Receives and distributes incoming and outgoing mail.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other department-specific equipment.
- Performs other duties as assigned.

QUALIFICATIONS

Some knowledge, skills and abilities may be at a learning capacity by positions at the entry (I) level:

Knowledge of:

- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Principles, practices, and procedures related to public agency record keeping, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies, including the role of an elected and appointed boards and commissions.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures, including Public Records Act, Freedom of Information Act, and Brown Act laws.

- Principles and practices of research, data collection, and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Understand the organization and operation of the District, the Board of Directors, and of outside agencies as necessary to assume assigned responsibilities.
- Provide varied, confidential and responsible secretarial and office administrative work requiring the use of independent judgment, tact and discretion.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic and other requests/interruptions.
- Interpret and implement policies, procedures, technical processes and computer applications related to the General Manager's office.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Analyze and resolve office administrative and procedural concerns and make process improvement changes to streamline procedures.
- Perform basic research and prepare reports and recommendations.
- Compose correspondence and reports independently or from brief instructions.
- Establish and maintain a records management system.
- Make accurate arithmetic and statistical calculations.
- Use English effectively to communicate in person, over the telephone and in writing.
- Take notes rapidly and accurately transcribing own notes.
- Provide exceptional customer service to coworkers, internal customers and the public.
- Compose correspondence and reports independently or from brief instructions.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Executive Assistant I/II: Equivalent to the completion of the twelfth (12th) grade. Some college-level coursework is highly desirable.

Executive Assistant I: Two years of responsible secretarial or administrative experience.

Executive Assistant II: Four (4) years of increasingly responsible experience providing secretarial or administrative assistance to senior management, including two (2) years serving as recording secretary at public meetings for elected officials.

Licenses and Certifications:

- Possession of a valid Notary Public license issued by the State of California.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.