

**EXECUTIVE ASSISTANT / DISTRICT SECRETARY**

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Reports to: General Manager

FLSA Status: Exempt

**DEFINITION**

Performs high level secretarial and clerical work for the General Manager, including public and media contacts and involving a high degree of accuracy and independent judgment. Is designated as the District's Records Manager and coordinates the District's Records Management Program. Serves as an officer of the District. Performs a variety of administrative support for all District departments; and performs other work as required.

**DISTINGUISHING CHARACTERISTICS**

The **Executive Assistant/District Secretary** is responsible directly to the Board of Directors for maintenance of all formal documents and records of the District and executes documents approved by the Board of Directors and performs all functions of this office as required by the applicable California Government, Water and Election Codes. Advises Board and staff on compliance with Brown Act meeting and noticing requirements. Is responsible for compliance with requirements of the California Fair Political Practices Commission.

**SUPERVISION RECEIVED**

Receives direction and supervision from the General Manager and his/her designees.

**ESSENTIAL DUTIES** (include but are not limited to the following)

From rough drafts, digital transcription or recording equipment, types a variety of material including correspondence, memoranda, reports, agreements, resolutions, regulations, policies and forms for the General Manager. Reproduces and distributes material as required. Responsible for maintaining current and future agendas. Oversees the preparation, reproducing, assembling and distribution of Board of Directors agenda materials. Attends Board Meetings as a required function of this position; records and digitally transcribes minutes for same; maintains Minutes and Resolution databases. Performs similar functions for Ad-hoc or Standing Committees of the Board as needed.

**OTHER DUTIES**

Receives telephone calls and visitors, make appointments and reservations for General Manager, researches and compiles information as required. Organizes and oversees special events (i.e., open houses, dedications). Receives incoming correspondence and makes appropriate departmental distribution. Composes correspondence. Sets up, maintains and manages administrative files and records. Monitors and coordinates legal procedures and documents required for elections, improvement to district formations and annexations. Operates and performs simple maintenance on office reproduction machines as required. May perform as General Manager's personal aide in communicating with public, the General Manager's associates, the media and in researching information. Has working knowledge of District history and does archival research as needed. Directs activities of and supervises the Administrative Assistant position.

Responds to questions and concerns from the general public over the telephone or via email; coordinates, tracks, and assists with preparation of formal responses to Public Records Act (PRA) requests; processes purchase orders initiated by others for management review; maintains files on contractor liability insurance and issues monthly insurance status reports, and serves as liaison between contractors' insurance representatives and the District; serves as Administration

**OTHER DUTIES CONTINUED:**

Department coordinator for Record Retention program; coordinates production of District publications, such as Annual Reports; sorts and distributes

mail; maintains and updates District website. Filters and responds to emails, including the District's general info email. Reviews and flags local media articles for General manager review. Posts agendas/minutes on website. Sets up and serves as coordinator for remote/virtual meetings. Process Oath of Affirmation for all new hires and annually for all employees of the District. Updates and maintains organizational charts, contact lists and other District materials. Responsible for placing and reconciling orders for District business cards and other office related purchases. Responsible for logging and assigning District facility keys.

**QUALIFICATIONS** (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Any combination of education and experience equivalent to two years of college or business school and five years of increasingly responsible secretarial experience.

Knowledge/Skill/Ability

Thorough knowledge of modern secretarial practice, current workplace software and technology, office procedures and equipment; knowledge of business letter writing, correct grammar, spelling and punctuation; knowledge of and ability to establish and maintain effective filing systems; knowledge of applicable legal terminology and governmental procedures; ability to type at a rate of 80 or more net words per minute; experience operating a word processor and ability to transcribe from recordings; ability to meet and deal with the public politely and with tact, poise and effectiveness; ability to handle a variety of administrative detail without supervision; willingness to devote time beyond normal working hours when necessary to complete projects or accommodate the public meeting schedule of the District.

License/Certificate

Possession of or ability to obtain California Notary Public certification within one year after initial employment in this position.

Possession of a valid Class C California driver's license.

Residency


Residency within 10 miles of the District's Service Area within 24 months following employment is preferred for this position but is not mandatory

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

Position requires working in a standard office environment and involves prolonged sitting, repetitive motion, walking, kneeling, squatting, stooping, turning, bending and upper body twisting in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data and using a computer keyboard. Additionally, the position requires near and far vision in reading statistical data and using the computer, and hearing is required when providing phone service. Incumbents may be required to lift files, papers and reports weighing up to 25 pounds.

**OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Approved	
Date	11-15-2022