

October 2022

EXECUTIVE ASSISTANT

Employee Name:

Grade:

Status: Non-Exempt, Full-Time

Other:

Reports to: General Manager

Salary Range: \$28.84-36.05 / hour

Date:

Definition/Summary

This is a single-position class responsible for a wide range of executive-level support and communication. The Executive Assistant reports to the General Manager with direction and oversight from the Office Finance Manager. This position will perform duties related to that of a Board Clerk. The employee is expected to exercise a high degree of tact, discretion, trust, judgment, and confidentiality in performing a wide variety of complex duties and assignments with only limited direction and supervision.

Essential Functions

- Perform a wide variety of complex, confidential and self-initiated administrative support and communication duties as directed by the General Manager, including overseeing, or preparing agendas, information packets, legal notices, and the taking and transcribing of official minutes.
- Maintain records and files including confidential documents, records, and reports.
- Coordinate and supervise responses to records request under the California Public Records Act.
- Coordinate District public outreach and information programs including preparing special presentations, brochures, displays, articles, news releases, media clipping services, and District customer newsletters.
- Maintain mailing lists and electronic distribution lists.
- Operate a variety of audio and visual equipment.
- Attend and represent the District at meetings and events.
- Research and prepare correspondence, memoranda, reports, e-mails, policies, and procedures, and other miscellaneous documents.
- Monitor the status of pending inquiries and follow up as appropriate.
- Respond to customer or citizen inquiries, concerns, and complaints.
- Under the direction of the General Manager, arrange and schedule Board and Committee meetings
- Take dictation and summarize and type minutes of meeting from electronic recording devices and handwritten notes.
- Type finished copy from notes, typed copy, rough draft, and oral instructions.
- Record documents at County Recorder's Office.
- Prepare, post, and publish public notices and documents.
- Prepare and compose resolutions, certifications, and other necessary documents.

- Assist in planning and implementing special events.
- Coordinate the timely preparation and filing of Statements of Economic Interest forms for Board members, applicable staff, and consultants.
- Ensure compliance with applicable laws (e.g., Brown Act, Public Records Act, FPPC reporting and disclosure requirements).
- Coordinate the election process for the District with County and State election officials.
- Coordinate legal notices with media for various public hearings.
- Load agendas, minutes, newsletters, and new releases onto the District's website.
- Attend meetings and perform other duties as assigned by the General Manager.
- May serve as secretary at various meetings, as needed.
- Build and maintain positive working relationships with co-workers, other District employees, and the public using principles of good customer service.

Other Duties

- May provide some direction and coordination for the other District staff assigned to assist with data gathering and analytical studies.
- Presents District studies, services, and programs with the public, community groups, and other organizations.
- Perform other duties as required

Job Standards/Specifications

Knowledge of:

- Pertinent state and local laws, codes, regulations reporting and disclosure requirements including, but not limited to, the Brown Act, the Public Records Act, the Political Reform Act, election laws, Placer County document recording requirements, and procedures relating to the District and Board of Directors
- Methods and policies of records retention.
- Modern office practices and procedures.
- Public relations practices and principles.
- Legal terminology, forms, and procedures related to agendas, meetings, and actions of the Board of Directors.
- English usage, spelling, grammar, and punctuation.
- Modern office equipment including word processing, database, and spreadsheet applications.
- Principles and practices of customer service.

Ability to:

- Analyze situations carefully, recommend solutions, and adopt effective courses of action.
- Maintain confidential information.
- Learn the services, organization, and functions of the District.
- Meet and communicate tactfully, effectively, and calmly in stressful situations and/or when dealing with sensitive issues and people.
- Perform administrative support and public information duties with minimal supervision and direction.

- Exercise initiative and sound judgment in recognizing the scope of authority.
- Handle multiple assignments.
- Work with interruptions.
- Follow oral and written instructions.
- Learn, interpret, and apply Agency policies, procedures, laws, and regulations.
- Take dictation and type at a speed consistent with the timely completion of assignments and job duties.
- Screen and effectively route calls, mail, complaints, and requests for information.
- Operate a computer using word processing, business software, and other office equipment including audio-visual equipment.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Typical Physical Activities

- Work in an office environment, lift and move objects up to fifteen (15) pounds such as large binders, books, and small office equipment.
- Frequently sit at a desk and in meetings for long periods of time.
- Frequently twist to reach equipment and perform simple grasping and fine manipulation to write and use a keyboard.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work OT.

Desirable Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of progressively responsible clerical, secretarial or administrative work. Experience providing administrative support to a governance board is highly desirable.

Education:

Equivalent to an associate or bachelor's degree from an accredited college or university in Public Administration, Business Administration, Political Science, Communications, Journalism, Public Relations, or a related field. Work experience may be substituted for education.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be

cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Special District Board Secretary/Clerk Certificate shall be obtained through the California Special District's Association within the first twelve (12) months of employment, if not obtained by the date of hire.

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

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.