



POSITION DESCRIPTION

TITLE: EXECUTIVE SECRETARY

REPORTS TO: General Manager

GRADE: 6

FLSA: Non-Exempt

CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: None

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

EDUCATION: Associate's degree preferred with six years of progressive responsibility and experience; or equivalent combination of education and experience. Valid California driver's license and proof of insurability are required.

EXPERIENCE: Minimum of six years experience performing a variety of administrative support functions, including transcription and dictation of correspondence. Experience in journalism and preparation of press releases; proven ability to organize and manage competing priorities. Experience in supporting a Board of Directors including the preparation of Board packages, meeting agendas, and minutes; comprehensive ability to effectively utilize a personal computer, peripherals, and related word processing, spreadsheet and database management programs. Excellent verbal and written communications skills; ability to constructively deal with conflict and afford effective resolutions.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive direction and review results; District management to provide a variety of administrative support functions; Board of Directors to provide a variety of administrative support functions and assist with travel arrangements; District employees to coordinate agendas and facilitate proper operation of the General Manager's office; all other District personnel as required.

EXTERNAL: Interaction with consultants, customers, vendors, government agencies and officials to schedule meetings, coordinate events and assist with problem resolution.

PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; Excellent ability to communicate both verbally and in writing; ability to effectively operate and utilize a personal computer and peripherals; able to tolerate periods of continuous sitting; may, on an infrequent basis, assist with lifting up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor and noise. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position is responsible for a wide variety of secretarial and administrative duties for the General Manager, Board of Directors and other District Management including: supporting the District Strategic Plan and Mission Statement by keeping District employees involved and informed; acting as custodian of minutes, resolutions and ordinance books in accordance with retention requirements; updating Administrative Code and the District's Web page; creating and maintaining District Board Meeting agendas, including incorporating agenda material for presentation for routine, special and adjourned meetings. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Professionally represents the District. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

% TIME	TASKS
50%	<p>Provides administrative support to the General Manager and the Board of Directors:</p> <ul style="list-style-type: none">• Answers and screens phone calls and manages the General Manager's mail.• Schedules and coordinates appointments, meetings and events, including registration and travel arrangements as necessary.• Transcribes drafts, proofreads and revises correspondence, memos, flyers, agendas, minutes, resolutions and policies.• Assists in the completion of various forms, notices, press releases and other communications, which may require posting and/or publication.• Assists with project monitoring and budget tracking.• Assists General Manager with customer inquiries and problem resolution.• Assists District personnel in meeting preparation, set-up and clean up.• Updates District web page on a regular basis.• Exhibits ability to constructively deal with conflict and afford effective resolutions.• Suggests policy changes in order to streamline department operations.• Assures departmental operations within budgetary guidelines.• Exhibits willingness to ensure successful inter-departmental relationships.
40%	<p>Prepares for monthly and special Board meetings:</p> <ul style="list-style-type: none">• Completes the General Managers report, which requires input from all departments and is presented to the Board of Directors.• Provides administrative support for the completion of documentation of Board agenda items.• Provides transcription and dictation of Board meeting minutes.• Acts as District custodian of Board meeting minutes, resolutions, Administrative Code updates and other regulated documents.• Disseminates information to department managers and District personnel regarding changes to District documents, policies and procedures, providing

clarification as needed.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

10% Performs all related duties as assigned.