JOB DESCRIPTION

Coachella Valley Water District

Title: Board Administrative Assistant I

Title: Board Administrative Assistant II

Section: Secretary

Department: Administration

Date: May 2004

Reporting Relationship:

Reports to: Board Secretary/Administrative Services Supervisor

Supervises the following positions: Not applicable

Distinguishing Characteristics:

Board Administrative Assistant I is the entry-level for this class. Initially under direct supervision, incumbents learn to perform a variety of administrative duties for the Board of Directors and the Board Secretary/Administrative Services Supervisor.

Board Administrative Assistant II is the journey-level class in this series. Under limited supervision, incumbents are expected to perform the full range of assigned duties. This class differs from the lower-level class in the skill level required and the complexity of assigned projects based on knowledge of the District’s policies, procedures, and all related legal requirements. Assignments may vary, may encompass a variety of tasks, seldom require detailed instructions and require sound judgement and initiative.

Essential Functions:

1. Prepares board meetings, study sessions, and public hearing agendas.

2. Mails agendas to appropriate parties in accordance with the Brown Act.


4. Prepares a monthly report to show a record of written instruments accepted and recorded during the month.

5. Reviews project authorizations prepared by staff for completeness and consistency with District standards.

6. Prepares resolutions as project authorizations that are completed and checks for completeness and consistency with District standards, policies, and procedures.

7. Prepares Board packets for duplication and delivery to Board members and other necessary parties.

8. Assists Board members by answering any inquiries that they have concerning the Board packets.

9. Ensures that the meeting rooms are set up with all appropriate equipment prior to the meetings.
ESSENTIAL FUNCTIONS (Cont.):

10. Ensures that the District has complied with the legal requirements governing the conduct of closed sessions.

11. Assists in the preparation of any materials necessary for closed sessions.

12. Attends board meetings, takes notes, and assists customers attending the board meetings as needed.

13. Assists with bid openings and proofreads the register of bids.

14. Coordinates with the right-of-way person to assure the yearly annexations are complete and accurate and are presented to the Board in a timely manner.

15. Acts as a secretary for the Environmental Assessment Committee (CEQA) and prepares all necessary documentation for the committee.

16. Posts Notices of Intent and final Notices of Determination in accordance with regulations.

17. Maintains and prepares calendars on a weekly basis.

18. Proofreads the work of other Word Processing Center personnel.

19. Assists the Secretary with the election process.

20. Prints incoming email on a daily basis.

21. Conducts research as needed in the Government Code books, files, etc.

22. Prepares the annual budget for the WPC department as instructed by the Secretary.

23. Acts as a lead person for the Xerox room and maintains logs of service calls for equipment.

24. Ensures that the postage meter has the necessary money in it and that it is working properly.

25. Performs the duties of a Notary Public for the District.

26. Fills in for the Executive Secretary in her absence.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.
MINIMUM QUALIFICATIONS (Cont.):

Experience:  Training and experience that would provide the required knowledge and abilities. For the Board Administrative Assistant II level, a minimum of 10 years of extensive secretarial and administrative experience is required.

Knowledge of:
- Correct English usage, spelling, grammar, and punctuation.
- Modern office practices and procedures.
- Office machines and their operation, including typewriters, photocopy and computer work station.
- Microsoft Word.
- Microsoft Excel.
- The Brown Act and its requirements.

Abilities:
- Perform word processing duties involving use of independent judgement and requiring accuracy and speed.
- Learn, interpret, and apply procedures and policies.
- Type at a speed of at least 50 words a minute from copy.
- Follow oral and written directions.
- Deal tactfully and courteously with customers and Board members.
- Establish and maintain cooperative working relations with those contacted in the course of work.
- Operate a computer work station.
- Operate a variety of photocopying equipment.
- Operate postage metering equipment.
- Operate a switchboard.
- Work overtime as required.

Education: High school diploma or equivalent. Any office related courses would be helpful.

PHYSICAL REQUIREMENTS:

Driving: Low.

Sit for prolonged periods of time operating a computer workstation.

See Human Resources for physical assessment form.