JOB DESCRIPTION

TITLE: Executive Assistant

SECTION: Secretary
DEPARTMENT: Administration

REPORTING RELATIONSHIP:

Reports to: General Manager
Assistant General Manager

DEFINITION: Under general direction, performs varied, difficult, sensitive and confidential office administrative and secretarial support functions for the General Manager and Assistant General Manager; and performs related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Provides secretarial and administrative support to the General Manager, Assistant General Manager and Assistant to the General Manager.
2. Coordinates work with other executive and support staff to ensure a high performance, customer service-oriented work environment.
3. Types and/or drafts memoranda, correspondence, and other documents and reports often of a highly sensitive and confidential nature;
4. Ensures materials and reports for signature are accurate and complete; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures.
5. Schedules, prepares agenda and meeting materials and types minutes for various meetings.
6. Maintains the General Manager’s, Assistant General Manager’s and Asst. to the General Managers calendars; coordinates, arranges and confirms meetings.
7. Receives telephone calls, providing information and handling issues that may require sensitivity and use of sound, independent judgment.
8. Responds to requests for information and complaints, refers matters to appropriate District staff and/or takes or recommends action to resolve the request or complaint.
9. Reviews, determines the priority and routes incoming correspondence, reports, requests and instructions; handles or refers matters as directed.
ESSENTIAL FUNCTIONS (Cont.):

10. Acts as liaison in coordinating matters between the General Manager’s Office and other department heads and managers.

11. Refers or recommends referral of matters to appropriate departments and staff for action and report.

12. Researches and assembles information from a variety of sources for the preparation of reports and correspondence for the General Manager.

13. Represents the General Manager’s office and the District on internal committees and task forces and with external groups and organizations.

14. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:
- Office administrative and management practices and procedures.
- Principles and practices of sound business communication.
- Correct English usage, including spelling, grammar and punctuation.
- District organization, rules, policies and procedures, including travel/training and expense reporting.
- Basic functions of public agencies, including the role and responsibilities of a public governing board.
- Rules and regulations for the conduct of public meetings.
- The District’s personnel rules, policies and labor contract provisions.
- Standard word processing, spreadsheet, graphics and other software packages.
- Budgeting, record keeping, filing and purchasing practices and procedures.
- The principles and practices of effective supervision.

Ability to:
- Operate a computer and word processing software and other standard office equipment.
- Take dictation and type accurately at 55 words per minute.
- Manage multiple and rapidly changing priorities to meet the needs and expectations of elected and appointed officials and executives.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Interpret, apply, explain and reach sound decisions in accordance with laws, and CVWD regulations, rules and policies.
JOE DESCRIPTION

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MINIMUM QUALIFICATIONS:

Abilities (Cont.): - Train others in work processes and procedures; organize, research and maintain office files.
- Compose correspondence, prepare documents and make arrangements from brief instructions; communicate clearly and effectively orally and in writing.
- Prepare clear, accurate and concise records and reports; maintain highly sensitive and confidential information.
- Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned and/or upset groups and individuals.
- Establish and maintain highly effective working relationships with board members, elected officials, officials of other governmental agencies, District executives and managers, business and community organizations, interest groups, District staff, the media, customers and others encountered in the course of work.

Training and Experience: A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent and six years of increasingly responsible office administrative or secretarial experience; or an equivalent combination of training and experience. Experience in a government setting dealing with elected and appointed officials is highly desirable. A minimum of 5 years of experience as a Word Processing Operator IV is strongly desired.

PHYSICAL REQUIREMENTS:

1. Drive District vehicle. Driving: Low.

2. Sits for prolonged periods of time.

3. Operate computer work station and answer phones.