



EXECUTIVE ASSISTANT

Department	Administration	FLSA Status	Exempt
Section	Administrative	Bargaining Unit	Non-Rep/At-Will/Confidential
Reports To	Clerk of the Board	SRN	S11*
Job #	30003	EEO Job Category	5 – Administrative Support Worker
Supervises	Not Applicable		

JOB SUMMARY:

Under general direction, performs a variety of complex, highly responsible, sensitive and confidential office, administrative and secretarial support functions for the Clerk of the Board and Executive Leadership; and performs related duties as assigned. The Executive Assistant will have the ability to exercise good judgment and confidentiality in a variety of situations, with strong written and verbal communication, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

ESSENTIAL FUNCTIONS:

1. Serves as the primary point of contact for internal and external constituencies on all matters pertaining to the executive office.
2. Acts as confidential executive assistant to the Clerk of the Board and Executive Leadership; provides a wide variety of clerical and administrative support; resolve concerns and complaints in a timely and accurate manner; follow up with staff as necessary for detailed information to be included in response.
3. Assists in the implementation and follow-up on Board decisions and requests as directed by the Clerk of the Board.
4. Provides a bridge for smooth communication between the executive office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
5. Gathers and analyzes data on a variety of administrative and policy matters; develops recommendations and prepares and presents related reports.
6. Provides administrative support to the executive leadership and members of the leadership team. Some areas may include: scheduling meetings, maintain and update executives' daily calendar, managing incoming and outgoing phone calls, drafting correspondence, creating spreadsheets and presentations, preparation of expense reports, mailing or overnighting letters/packages, establishing and maintaining electronic and paper files, copying, faxing.
7. Acts as a "gate-keeper" by managing the executive leadership's calendars. This involves using discretion in identifying critical items, setting up meetings and making scheduling changes with minimal involvement by the executive leadership. Plans, coordinates and ensures the executive leadership's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the executive leadership's time and office.
8. Serve as recording secretary to internal agency committees (Data Management/Records Committees), schedule meetings, prepare agenda and take minutes.
9. Handles information of a highly confidential and critical nature on a regular basis, including the orchestration of reports and data regarding Bargaining Units.
10. 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.
11. Takes initial steps to facilitate the resolution of urgent/complex issues and notifies the supervisor.
12. Arranges travel, hotel accommodations, and meeting planning as necessary for the executive leadership and as well as other members of the team as applicable.



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13. Foster positive relationships while interacting with staff and various levels of management from within and outside of the District to provide or gather information often of a sensitive and timely nature.
14. Build strong relationships within the District to ensure efficient and effective collaboration fostering an atmosphere of engagement, as well as with administrative assistants of other management team members to ensure a high performance, customer service-oriented work environment.
15. Interpret District policies, procedures, laws and regulations in response to inquiries and complaints; refer inquires as appropriate.

MINIMUM QUALIFICATIONS:

Education: Graduation from high school or G.E.D. equivalent is required. Additional college course work related to business administration and administrative duties is highly desirable. An advanced degree is preferred. Prior experience in local government preferred.

Experience: Five to seven years of increasingly responsible advanced clerical and/or office administrative experience, at least two of which must have been at the executive level. Capacity supporting senior management is required.

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.
- MSOffice (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, SharePoint, Executime and FileNet.

Abilities:

- Manage multiple and rapidly changing priorities to meet the needs and expectations of elected and appointed officials and executives.
- Ability to anticipate executive needs and collect or prepare information for executive review and action is required.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Maintain confidentiality and operate with poise and professionalism in a complex, high-profile, and rapidly changing environment.
- Interpret, apply, explain and reach sound decisions in accordance with laws, and CVWD regulations, rules and policies.
- Work cooperatively with other departments, District officials and outside agencies including city, county and state officials.



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CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

- Licenses – Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

PHYSICAL REQUIREMENTS:

1. Driving – Light
2. See Human Resources for Physical Assessment Form

*Salary Schedule Purposes Only

Read and Acknowledged: _____
Employee Signature

_____/_____/_____
Date

Employee Name (Printed)