

JOB DESCRIPTION
Executive Assistant (Confidential)
Code Number 18019

GENERAL PURPOSE

Under direction, performs varied, difficult, sensitive and confidential office administrative and secretarial support functions for a District department manager or director as well as other department staff, relieving them of routine office, technical, and administrative detail; performs complex and highly responsible administrative support work requiring independence, initiative, and discretion; interprets District policy and administrative regulations; and performs related duties as assigned. Only one Executive Assistant position will be allocated per department.

This confidential Executive Assistant class is limited to positions allocated to Human Resources and Legislative Affairs departments, or positions that supervise.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are expected to perform the full range of duties at the experienced/journey level including providing difficult, sensitive and confidential secretarial, administrative and support services to a District department manager or director and staff, requiring technical knowledge of business processes of assigned department. Incumbents in this class operate in an environment characterized by involvement in broad District-wide issues. Incumbents may be expected to supervise a small administrative support staff.

The Executive Assistant is distinguished from the Senior Executive Assistant in that incumbents in the former class perform administrative and secretarial support services for a District department manager or director. The Senior Executive Assistant performs confidential office administrative and secretarial support functions for an Assistant General Manager and/or other District executives above the department manager or director level, requiring a higher degree of independent judgment, a higher level of responsibility, and a thorough knowledge of District functions, policies, and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Provides confidential secretarial and administrative support to a District department manager or director and other staff; types and/or revises, including, but not limited to, board agenda materials, memoranda, correspondence, reports, contracts, agreements, presentations, forms, requests for proposals, department manuals, technical reports, and other documents ranging from routine to difficult; types from drafts, notes, dictation or brief oral instructions, using word processing software; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, reports and documents for department manager or director signature are accurate and complete; develops, revises and maintains master documents; composes correspondence, reports and informational materials; copies and binds reports for internal and external distribution; sends and receives faxes.

Maintains calendar for manager or director and other department staff; coordinates, arranges and confirms meetings; arranges for meeting setup and refreshments; attends meetings, takes notes and transcribes minutes; screens requests for appointments; creates and maintains event calendars.

Provides guidance to the department support staff on District practices; serves as team leader for administrative staff within assigned department; creates and maintains department forms and templates for use by other staff.

Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information and complaints from officials, customers and the public, refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue; reviews, determines the priority and routes incoming correspondence.

Reviews, proofreads and edits department agenda items for board meetings and meetings of public and interagency committees; maintains department files for board agenda materials; serves as keeper of records for department; provides information to department directors and managers on pending board matters, District projects and assignments and a variety of other matters.

Prepares technical worksheets, tables and computations; researches and assembles information from a variety of sources for the preparation of records and reports; makes arithmetic or statistical calculations; organizes and maintains department office files.

Schedules and monitors department training; coordinates and assists with safety audits; maintains records of audits and ensures outstanding issues are followed up on and resolved.

Prepares travel and training requests; makes and confirms travel and other arrangements for conferences and business trips; types itineraries, compiles expense reports and prepares post-travel memoranda; requests reimbursement for petty cash expenditures.

Enters, verifies, and processes time card information daily for Department staff; resolves timecard/work order discrepancies.

Maintains the department's web page on The Pipeline.

Attends to a variety of office administrative details; establishes and maintains confidential, subject, project, tickler and specialized files; creates and maintains construction contract files; orders supplies; arranges for the repair of equipment; distributes informational materials and keeps reference documents up to date.

May assist the manager or director in preparation of annual budget request documents; tracks expenditures against budget; processes purchase orders and pay requests.

Under direction, assists in preparing environmental reports.

Assists and provides backup to administrative support staff.

Receives and distributes incoming mail to appropriate staff; opens, logs and routes office mail; stuffs, sorts, and prepares outgoing mail for pickup; retrieves, delivers, and sends faxes.

Serves as a member on the Vital Integration of Professional (VIP) Focus Team Meeting and other various committees.

When assigned supervisory responsibilities:

Directs, plans, organizes, controls, integrates and evaluates the work of assigned administrative support staff; develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and assists in preparing and monitoring performance against the annual division budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; identifies problem areas and directs remedial action.

Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel policies and labor contract provisions.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the District's mission, objectives and values.

Schedules and assigns the work of administrative support staff.

Oversees the direction and training of new employees on administrative support practices, policies, and procedures including use of computer equipment and District rules and regulations; directs, advises, and assists subordinate positions with technical problems.

Performs related duties as assigned.

DESIRED 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 payroll and travel/ training and expense reporting; basic

functions of public agencies, including the role and responsibilities of a public governing board; laws, regulations and policies governing the administration of a municipal water utility in the State of California applicable to assigned areas of work; rules and regulations for the conduct of public meetings; the District's personnel rules, policies and labor contract provisions; computer equipment and advanced uses of word processing, spreadsheet, graphics, database and other software; budgeting, recordkeeping, filing and purchasing practices and procedures; principles and practices of effective supervision.

Ability to:

Operate a computer and word processing software and other standard office equipment; take and transcribe dictation and type accurately at a speed necessary to meet the requirements of the position; manage multiple and rapidly changing priorities; organize, set priorities and exercise sound independent judgment within areas of responsibility; interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies; organize, research and maintain complex and confidential 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 District executives, elected and appointed officials of other governmental agencies, staff, community and business leaders, customers, the media and others encountered in the course of work; plan, organize, assign, direct and evaluate the work of administrative support staff; train staff in work procedures and provide for their development; make sound independent judgments within established guidelines; follow and apply written and oral work instructions.

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 4 years increasingly responsible office administrative or secretarial experience; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, both in person and by telephone; and use hands repetitively to operate, finger, handle or feel office equipment; and reach with hands and arms. Employees are frequently required to stand and walk and occasionally lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data and information; observe and interpret situations; analyze and solve problems; make basic arithmetic calculations; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks; and meet intensive and rapidly changing deadlines and priorities; and exercise tact and diplomacy in interacting with District executives, elected and appointed officials of other governmental agencies, staff, community and business leaders, customers, the media and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

FLSA DETERMINATION: Non-exempt.