



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Executive Assistant
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### **GENERAL PURPOSE**

Under direction, provides difficult, sensitive, and confidential administrative and secretarial support to department directors; ensures the efficient and effective administration of the office to which the position is assigned; performs complex and highly responsible office support work requiring independence, initiative, and discretion; interprets District policies and administrative regulations; performs a variety of coordination and research functions; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced-level classification in the secretarial and administrative job family responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned department director. May exercise functional and technical direction over, and provide training to, lower level staff.

### **TYPICAL 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 position.*

- Provides confidential secretarial and administrative support to District department directors; ensures the efficient and effective administration of the office to which the position is assigned.
- Prepares, reviews, proofreads, and edits agenda items for Board meetings and meetings of public and interagency committees; maintains files for Board agenda

materials; provides information to managers on pending Board matters, District projects and assignments, and a variety of other matters; acts as liaison with Board members as assigned.

- 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; 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 and reports.
- Maintains assigned the director's calendar; coordinates, arranges, and confirms meetings; arranges for meeting setup and refreshments; attends meetings, takes notes, and transcribes minutes, including, but not limited to, Board Committee meetings, staff meetings, and inter-departmental meetings; screens requests for appointments; and creates and maintains event calendars.
- Drafts and prepares memoranda, correspondence, reports, contracts, agreements, presentation materials, forms, requests for proposals, department manuals, technical reports and other documents ranging from routine to complex; proofreads and checks materials for accuracy, completeness, and compliance with District standards, policies, and procedures.
- Organizes travel and training requests; utilizing specialized system, completes travel arrangements for conferences and business travel for branch and department staff; provides itineraries; follows practices within the Administrative Code Travel Policy; compiles and finalizes expense reports; approves requested reimbursement for petty cash expenditures; maintains and balances petty cash.
- Researches and assembles information from a variety of sources for the preparation of records and reports; makes arithmetic or statistical calculations; prepares technical worksheets, tables, and computations; organizes and maintains office files.
- Conducts special studies and recommends organizational, procedural, or other changes to achieve greater productivity and/or to comply with new District requirements; prepares, implements, and administers new or revised administrative procedures for District staff.
- Prepares, processes, and tracks Project Approval Requests (PAR's); reviews agreements and amendments for completeness including required attachments; verifies cost and funding sources; and updates engineers and staff on the status of project requests.
- Drafts, submits, receives, and tracks encroachment permits for Capital Improvement projects.

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Last Update: March 2020

- Coordinates conference calls with external agencies; prepares, reviews, proofreads, and edits agenda, meeting minutes, grants, and other documents for external committees; attends meetings, takes notes, and transcribes meeting minutes.
- Prepares, maintains, organizes, and updates grant forms and modifications; attains required signatures, provides financial data for reports, and submits reporting to external grant officers.
- Coordinates the completion and ongoing administration of budgets; gathers information and data; prepares annual budget documents; tracks expenditures against budget; processes purchase orders and pay requests; investigates and evaluates need for changes in budgetary allocations during the year for management review; uses budgeting software to compile expenditures and provide management with itemized reports.
- Establishes and maintains databases of performance evaluations, consultant agreements, budget expenditures, project status, and similar matters; processes and tracks consultant agreements and amendments.
- Prepares and tracks confidential employee documents, including performance appraisals, merit increase reviews, leave requests, and disciplinary actions.
- Develops, revises, and maintains master documents; creates and updates templates; maintains vacation and “deadlines” calendars; creates and updates flyers; and creates templates for various District procedures.
- Opens, routes, and distributes mail; sends and receives faxes; routes documents for required signatures; copies, sorts, and distributes documents.
- May provide direction and training to new employees on administrative support practices, policies, and procedures including use of computer equipment and District rules and regulations; provides training to administrative support staff on agenda report preparation and District administrative practices.
- Meets with managers to coordinate activities relative to projects underway, or to provide recommended course of action relative to administrative support.
- Recommends and prepares administrative policies and procedures in assigned areas of responsibility; confers with management to develop effective and efficient methods and techniques for accomplishing objectives.
- Participates in activities associated with construction management, including bidding activities, processing forms and documents related to the developer-CFD construction program, insurance requirements, bid proposals; attends bid openings; assists in preparing bid review letters, and arranges pre-construction conference.
- May serve on interview panels for new administrative support staff, providing recommendations on selection.

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- Serves on District committees; attends District meetings; serves on task forces for special projects; may provide administrative support to assigned committees; prepares and makes staff presentations, as needed.
- May maintain the department's web page.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Office administrative and management practices and procedures.
- Basic functions of public agencies, including the role and responsibilities of a public governing board, and rules and regulations for the conduct of public meetings.
- District organization, rules, policies, and procedures in assigned areas of responsibility.
- Engineering and construction project terminology, procedures, and policies.
- Basic construction management documentation processes and District policies pertaining to construction contract document processing.
- Research principles and practices.
- Principles of providing work direction and training.
- Principles and practices of sound business communication.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Methods and techniques of monitoring and tracking budget expenditures.
- Business mathematics.
- The District's personnel rules, policies, and labor contract provisions.
- Principles and practices of record keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide confidential administrative support to assigned director.
- Compose, proofread, and edit business correspondence.
- Prepare clear, accurate, and concise records and reports, notes, correspondence, and other written materials.
- Monitor, track, and generate reports on budget expenditures.
- Monitor contract provisions.
- Make travel arrangements and track/process expense reports.
- Prepare and process a diverse range of departmental forms and agreements.
- Perform technical research.
- Evaluate administrative practices and recommend process improvements.
- Train administrative staff in work procedures and processes.
- Organize, research, and maintain complex and confidential office files.
- Maintain highly sensitive and confidential information.
- Independently organize work, set priorities, meet critical deadlines and follow up on assignments.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Understand and follow oral and written instructions.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Five (5) years of progressively responsible office administrative and secretarial experience.

Education:

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade. College course work in business or related field or an associate degree is desirable.

Licenses/Certifications:

- None.

### **PHYSICAL DEMANDS**

*The physical 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.*

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **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 in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District  
Job Title: Executive Assistant  
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>March 29, 2020</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Non-Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed, and fully understand the job description for Executive Assistant. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_