



Executive Assistant II- Confidential

Department/Division:	Administration
Reports To:	General Manager
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

GENERAL PURPOSE

Under general supervision, to perform highly responsible, confidential secretarial and administrative duties in support of General Manager; to exercise independent judgment in conducting office duties and handling administrative details, and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is the advanced/lead level in the Executive Assistant series and is differentiated from the Executive Assistant I in that incumbents are expected to work with greater independence and serve at an advanced/lead level. The scope of responsibilities requires the incumbent to possess extensive knowledge of unique, diverse, and complex issues and daily events of a highly sensitive nature. The frequent use of discretion, initiative, diplomacy, and independent judgment is critical and consequential to the impact and operation of District business. Positions at this level are also distinguished from other administrative support classes by the analytical nature of the work performed as well as providing primary administrative support to the General Manager. Individuals in this position must keep multiple tasks on schedule, use tact and judgment, and preserve the confidentiality of sensitive information.

ESSENTIAL FUNCTIONS

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 the class.

- Plans and prioritizes the daily support functions, operations, and activities of the General Manager; provides highly responsible, complex, and confidential administrative support; arranges and maintains appointment schedules.
- Screens telephone calls, determines purpose and refers to others when appropriate; researches problems and exercises independent judgment in providing information to callers
- Takes notes and transcribes correspondence on important and confidential matters to officials of the District and other organizations.
- Serves as Secretary to various associations connected with the water industry; attends meetings, takes minutes and maintains records; assists in preparing reports of a complex nature.
- Assists in arranging numerous organizational events and civic involvements.
- Secures travel arrangements and reservations for the General Manager and Board members.
- Lead, trains and provides work direction and guidance to assigned personnel.

- Acts as Secretary to the Board; prepares agenda for Board meetings; maintains official District records; coordinates the election process and provides packets to new candidates.
- Devises and maintains filing systems; reviews newspapers daily and clips articles pertaining to District activities for review by the General Manager.
- Ensures compliance with the Public Records Act, the Freedom of Information Act and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the District is upheld.
- Prepares and directs the preparation of a variety of correspondence, agendas, reports, procedures, ordinances, and other written materials.
- Evaluates and make recommendations and independent decisions on improvements to District operations and programs and work with management to take appropriate actions to institute.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Operates standard office equipment, including job-related computer hardware and software applications, and multi-line telephones; may operate other department-specific equipment.
- Attends Board of Director's meetings; records all official proceedings; prepares public notifications, agendas, minutes, and other documents; certifies ordinances, resolutions, agreements, actions, and other official documents; publishes, files, and indexes all proceedings of the District Board.
- Composes letters independently or from brief instructions.
- Participates in District safety meetings.
- Maintain prompt and regular attendance.
- Performs other related duties, as assigned

QUALIFICATIONS GUIDELINES

Knowledge of:

- Principles of office organization and administration.
- Principles of customer service and customer relations.
- Basic English usage, spelling, grammar, and punctuation.
- Modern office practices, equipment, and procedures.
- Business correspondence and filing systems.
- Principles of leadership, motivation and training.
- Personal computer operation and related software applications including basic level Microsoft Office, e-mail and web-based communication tools.
- District organization, functions and policies.
- Statistical and record keeping methods.
- Brown Act and Robert's Rules of Order.
- Safe work practices.

Ability to:

- Effectively organize and prioritize work.
- Perform a variety of responsible and difficult administrative tasks.
- Work efficiently and accurately.
- Interpret and apply a variety of legal requirements and District policies.
- Understand and interpret technical material.
- Maintain a variety of detailed and confidential administrative files and records.
- Exercise a high degree of discretion in handling confidential material and information.
- Lead, train and provide work direction and guidance to assigned personnel.

- Establish and maintain cooperative working relationships with others.
- Deal tactfully and courteously with a wide range of employees, supervisors, administrators, officials and members of the general public.
- Represent the District in a professional manner at community functions, conferences and business meetings.
- Maintain confidentiality of sensitive and privileged information.
- Communicate clearly and concisely, both orally and in writing.
- Operate a vehicle observing legal and defensive driving practices

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: A high school diploma or satisfactory equivalent, preferably supplemented by the completion of college level courses in business, accounting and/or information technology.

And

Experience: Five (5) years of progressively responsible experience in providing administrative support and assistance to a high-level executive or administrator, including preparing minutes and agendas for a board.

Licenses, Certificates; Special Requirements:

Must possess an appropriate valid, Class “C” Driver’s License issued by the California State Department of Motor Vehicles, and a good driving record.

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.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle or feel. The employee is frequently required to talk, hear, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.