ADMINISTRATIVE ASSISTANT – BOARD SUPPORT

DEFINITION

Under general supervision of the Director of Finance and Administration, this non-exempt Administrative Assistant classification serves as an assistant to the District management team and Board of Directors; relieving them of a wide variety of complex administrative details and responsible technical support work.

EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete exhaustive listing of all the duties and responsibilities of the Administrative Assistant classification:

Administration Duties:

- Compile and distribute Board of Director's Agenda Packages; transcribes Board meeting minutes.
- Schedule appointments and meetings.
- Assist with collecting, assembling, analyzing and interpreting data related to departmental operations; including functions, organizational structure, policies, procedures, space and physical layout.
- Assist with establishment and maintenance of District operating policies and procedures.
- Assist with customer service functions of the administration department.
- Administer electronic Records Management Program; maintains and organizes administration filing system and library.
- Prepare bi-annual Agriculture Newsletter for bi-annual billing.
- Ensure compliance with State mandated filings (Conflict of Interest Code, Secretary of State); submits reimbursement requests for State Mandated Costs Program.
- Assist with CEQA filings and postings; RFQ, RFP, and RFB postings; and permitting.
- Coordinates the development and implementation of goals, objectives, policies, regulations, procedures and work standards for the District.
- Prepare a wide variety of complex correspondence, memoranda, technical reports, tracking and other items as delegated.
- Provides executive administrative support to the General Manager.
- Schedules and coordinates legislative meetings, including related communications and logistical arrangements.
- Coordinates travel arrangements, including transportation, lodging, registration, and itineraries.
- Maintains the General Manager's calendar, coordinating appointments, meetings, and scheduling priorities.
- Perform other related duties as assigned.

Physical Activities:

- Regularly use a telephone for communication.
- Work in an office environment; lift and move objects up to 50 pounds such as large binders, cases of paper, and small office equipment.
- Use and maintain office equipment such as computers, calculators, copiers, scanners, printers, facsimiles, audio-visual equipment and mobile devices.

- Sit for extended periods of time.
- Hearing and vision within normal ranges.

EMPLOYMENT STANDARDS

Knowledge of:

- Federal, State, and local laws and regulations related to Special District compliance.
- Contents of contracts, agreements, memorandum of understandings and other documents as they relate to District operations.
- Principles and practices for handling confidential or sensitive information.
- Operations, principles, procedures, policies and precedents of administrative support work.
- Computer systems, software applications, filing methods, records management, and recordkeeping.
- Contents of contracts, agreements, memorandum of understandings and other documents as they relate to District operations.
- Modern office practices and technology.
- Correct English usage, spelling, grammar and punctuation.

Ability to:

- Effectively and appropriately execute confidential tasks.
- Perform a wide variety of complex and responsible technical administrative support work.
- Properly maintain records, policies, and procedures.
- Utilize computer systems and software applications effectively.
- Effectively represent the District, providing information related to District and departmental operations, policies, programs and functions with the public and other agencies.

QUALIFICATIONS:

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Certification/Education/Experience/License:

- Certification:
  - Completion of a CSDA Board Secretary Clerk

- Education:
  - Completion of a Bachelor's of Science Degree from an accredited college or university in Public Administration or other closely related program.

- Experience:
  - A minimum of three (3) years of increasingly responsible experience in performing a wide variety of office and administrative analysis and support work for a public agency or water utility.

- Two (2) years of responsible experience administering Brown Act meetings and two (2) years of responsible experience processing human resource-related work is highly desirable.

➢ License:

- Possession of a valid California (Class "C") Driver's License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

The specific statements in each section of this job description are not intended to be all- inclusive. They represent typical elements and are necessary to successfully perform the job.