

ADMINISTRATIVE ASSISTANT/DISTRICT SECRETARY

DEFINITION

Under direction of the General Manager, the Administrative Assistant/District Secretary provides technical, administrative and confidential secretarial support to the General Manager, Board of Directors, and other staff related to the activities of the District; serves as district personnel coordinator, performs other complex support duties to relieve the General Manager and Board of Directors of administrative detail; and performs other related duties as required.

CLASS CHARACTERISTICS

The incumbent functions as District Secretary for the Board of Directors, provides complex and highly confidential secretarial support, provides routine administrative support and serves as personnel coordinator for the district. The incumbent exercises a high degree of independent judgment and action within established policies and according to management guidelines.

SUPERVISION RECEIVED AND EXERCISED

Supervised by: General Manager

Exercises supervision over: no supervisory responsibility

ESSENTIAL DUTIES (*Duties may include, but are not limited to, the following*):

Composes, types and prepares a variety of technical and confidential correspondence, memoranda, bid documents, statistical and narrative reports, schedules, and performance evaluations; attends meetings as assigned; takes and transcribes minutes; reviews written materials for completeness and accuracy.

Screens and routes telephone calls; receives and forwards messages; assists customers to obtain needed information and materials; communicates District programs and activities; explains and responds to inquiries concerning District policies and procedures.

Serves as district personnel coordinator; prepares recruitment materials, composes and places advertisements; prepares documentation for payroll and personnel transactions; maintains benefit and retirement information and contracts; coordinates benefit billing and payroll deductions with Finance department; processes worker's compensation claims and reports.

Coordinates and schedules meetings and activities; registers staff for conferences; makes travel and hotel arrangements; assists in setting up and making preparations for Board and other public meetings; organizes and maintains district reference library.

Prepares and processes various documents and confidential materials including disciplinary actions; researches and prepares reports and completes special projects as assigned.

Creates, edits, inputs, and maintains files and databases; creates newsletters and complex graphic presentations.

Organizes documents in preparation for filing; maintains file tracking system; retrieves and assists staff in locating and checking out file documents; submits files for destruction according to District procedures and retention dates.

Serves as Recording Secretary to the Board of Directors; attends Board meetings; takes and transcribes Board minutes for review by the Board of Directors.

Prepares, assembles, publishes, files, and distributes agendas, support documentation, and minutes of board meetings, campaign statements, and conflict of interest disclosure statements; prepares legal notices; and files notices with State and County as required.

Reviews reports and agenda items for format, language and adherence to District procedures; maintains the District's Administrative Code and related documents ordinances and resolutions; publishes and posts bid notices, ordinances, resolutions and notifications of Board meetings as required by Brown Act and other statutes; provides information and prepares documents required for election of directors, and concerning District policies and procedures.

Assists District staff with project research; provides administrative and secretarial support as needed; researches, prepares, and processes documents and information to assist District Manager concerning personnel matters and District counsel concerning litigation.

Serves as liaison between General Manager and Board of Directors in the absence of the General Manager; resolves difficult situations and relieves the General Manager and Board of administrative detail.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- Modern office technology, equipment, methods, and techniques;
- Filing systems and tracking systems;
- Laws associated with Special Districts and Board Meetings;
- Basic principles and practices of personnel administration;
- Proper English usage, grammar, punctuation, and spelling;
- Principles and practices of organizing and presenting written information;
- Contract administration; considerable knowledge of District policies and procedures;
- Records management and database creation principles and methods;
- Standard office and graphics software applications.

ABILITY TO:

- Interpret, explain, and apply policies and procedures, laws and statutes;
- Demonstrate initiative, tact, discretion and sound judgment in the performance of assigned and confidential duties;

- Use and operate computer hardware and software programs including Internet to perform assigned duties;
- Accurately take and transcribe dictation at meetings and from a tape recorder at a speed which is effective in meeting the needs of the position;
- Organize work, set priorities and meet critical deadlines;
- Prepare and maintain accurate records, reports, budgets, and logs in accordance with work requirements;
- Communicate effectively verbally and in writing;
- Work independently with minimal supervision; provide technical or functional work direction to others as assigned;
- Establish and maintain effective relationships with those contacted in the course of work;
- Create and maintain accurate records, databases, and files;
- Type accurately at an acceptable rate of speed;
- Prepare, process and maintain the confidentiality of sensitive information and records including personnel actions;
- Understand and follow oral and written directions;
- Independently compose and edit letters, reports, and memoranda.

PHYSICAL AND SENSORY REQUIREMENTS

- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Ability to lift and carry up to approximately twenty-five pounds; reach, bend, or crouch to use files and records;
- Manual dexterity to write legibly and to use calculators, computer terminal and other general office machines.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Equivalent to an Associate's degree from an accredited college or university with course work in business administration, office management, English, or related field.

EXPERIENCE: Three (3) years of increasingly responsible administrative or secretarial and clerical experience.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

A valid California class C driver's license must be maintained at all times