

Executive Assistant

The information and descriptions herein reflect general details describing the primary functions, scope of responsibility, required knowledge and required abilities of this job. This job description is not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

GENERAL STATEMENT OF JOB:

To perform a variety of highly responsible, confidential and complex administrative support duties for the Executive Director and Boards of Directors; to assist with the overall administrative operations of the Regional Water Authority and the Sacramento Groundwater Authority; to provide general information and assistance to the public; and to provide general office administrative support to staff.

SUPERVISION RECEIVED AND EXERCISED:

Receives direct supervision from the Executive Director.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Office Administrative Support Functions:

- Answers office phones, and responds to requests from member agencies and the public as necessary.
- Receives visitors in a professional manner and directs them to appropriate staff and/or meeting location.
- Reviews all incoming mail, date stamps and distributes to appropriate staff.
- Records incoming payments and verifies bank deposits.
- Performs a variety of complex, responsible and confidential administrative support duties in support of the Executive Director, including meeting and travel arrangements, word processing, and calendar maintenance, and ensuring the Executive Director has pertinent documents and information in preparation for meetings
- Informs Executive Director of any requests from the Boards of Directors or member agencies and the status of that request.
- Prepares and/or types letters, reports, memoranda, records, documents and other items from hand-written or other sources, including proofing.
- Prepares travel arrangements for staff.

- Initiates and maintains of a variety of files.
- Orders and maintains office supplies.
- Assists with the maintenance of office business systems i.e. copier, postage meter, computer equipment, phone system, fax machine, printers and website.
- Assists staff with special projects and reports.
- Maintains and updates database lists with current information.
- Maintains and coordinates retrieval and storage of archived files.
- Coordinates meetings with multiple participants, being sensitive to the needs of the participant's availability and meeting locations.
- Builds and maintains positive working relationships with co-workers, Boards of Directors and the public using principles of good customer service.

Board Functions:

- Records, transcribes, and prepares initial draft of Board meeting minutes, committee meetings, and other meetings as requested.
- Maintains organized records of Board meetings, including resolutions, actions and minutes.
- Aids in the preparation and distribution of Board meeting agendas and associated information packets; posts and distributes Board meeting materials pursuant to legal requirements, including the Brown Act.
- Arranges Board meetings, including scheduling, room reservation, room set up, food/refreshments.
- Assists member agencies and board members with special requests.
- Assists in the planning and organization of special events such as the annual Holiday social event and other events as requested.

Other:

- May work overtime as required.
- Performs other duties as delegated, assigned or required.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Modern office methods, procedures, and equipment and business letter writing.
- Alphabetic and numeric filing system management.
- Business correspondence writing and report preparation.
- Computers and word processing, spreadsheet, and database software applications.
- Computer spreadsheets involving financial tracking and processing practices.
- Board meeting protocol and procedures and Brown Act.

Ability to:

- Understand the organization and operation of the Regional Water Authority, the Sacramento Groundwater Authority and of outside agencies as necessary to assume assigned responsibilities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Develop, interpret and apply pertinent Authority policies and procedures.
- Work independently in the absence of supervision.
- Analyze situations carefully and adopt effective courses of action.
- Maintain filing systems.
- Understand and carry out oral and written directions.
- Take, transcribe, and distribute Board minutes.
- Effectively and efficiently support the Executive Director.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively, orally and in writing.

REQUIRED EXPERIENCE AND TRAINING:

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

Experience:

Four years of progressively responsible experience performing office support duties that included supporting an executive director, department head, or manager, maintaining complex filing records, and taking and transcribing Board minutes.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in business administration, public administration or closely related field.

LICENSE AND CERTIFICATE:

Possession of a valid California Class C Driver 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.

I have received and understand the above job description.

Incumbent's Signature

Date

Executive Director's Signature

Date