



EXECUTIVE ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, performs highly responsible, confidential and complex administrative and secretarial work for the General Manager; plans, organizes, directs, and coordinates the administrative activities of the General Manager's office; provides secretarial support and assistance to the Board of Directors as assigned; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is a single position, first-level supervisory class. The incumbent reports to the General Manager and is responsible for the administration of activities in the General Manager's Office. This position is responsible for coordinating, directing, and evaluating assigned administrative staff. Duties emphasize complex, responsible and confidential administrative and secretarial support work requiring the use of independent judgment and initiative. The incumbent is expected to demonstrate a high level of expertise and initiative in maintaining efficient and effective administrative operations that are consistent with Board policies and the administrative guidelines established by the General Manager.

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 the position if the work is similar, related or a logical assignment to the class.

- Plans, organizes, integrates and monitors the administrative work of the General Manager's Office; performs advanced secretarial duties in support of the General Manager and the Board of Directors.
- Prepares a variety of Board and committee documents, including required Board memoranda and resolutions; prepares communications to all parties and agencies involved in the process; prepares legal notifications.
- Participates in the Hiring process, in accordance with Human Resources rules and procedures, for identified assigned staffing vacancies.
- Plans and evaluates the performance of assigned staff; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action, up to and including termination, to address performance deficiencies.

- Attends Board and Committee meetings held on a variety of issues; oversees and coordinates meeting logistics, arrangements and other required support; oversees and coordinates the preparation of the agenda, as well as the assembly and distribution of agenda packets; updates and maintains mailing lists; records roll call votes on agenda items; ensures compliance with legal requirements governing public notice of meetings and the conduct of closed sessions; drafts the official meeting minutes and prepares summaries of Board meetings and other District meetings.
- Coordinates all meeting follow-up activities for the General Manager and Board members; assists management staff in collecting, compiling, and analyzing information from various sources on a variety of specialized topics related to programs administered by the General Manager or the Board; researches information using a variety of sources, including history files and the Internet; compiles data and assists with the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.
- Maintains the General Manager's and Board's calendar; coordinates, arranges and confirms meetings; screens requests for appointments.
- Oversees and participates in the maintenance of Board records and supervises the recordation of documents; prepares and processes expense claim forms for the General Manager and Board members.
- Drafts and arranges for the legal publication of notices, postings and public hearings; updates and distributes changes to the Administrative Manual which references policies, procedures, regulations developed by the General Manager and the Board.
- Develops and implements office-related goals, objectives, policies, and procedures; analyzes and interprets complex documents and administrative procedures and regulations.
- Serves as a liaison between the General Manager, the Board of Directors, and District staff.
- Assists with the election process for Board of Director offices.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of

- District codes, State and local laws, and other legal requirements applicable to the governmental structure of the District and specifically related to the functions and operations of the Board of Directors and the General Manager.
- Legal requirements applicable to the maintenance and retention of public records.
- Requirements of the Brown Act and parliamentary procedure.

- Organization, functions, procedures and rules of the Jurupa Community Services District and its Board.
- The methods and formats used for preparing complex business correspondence, compiling data and information, and performing data analysis.
- The principles of written English including proper grammar, punctuation, spelling and vocabulary.
- Methods of researching information.
- Advanced methods of classifying, indexing, processing, retrieving, and controlling documents.
- Mathematical operations related to administrative processes.
- Basic principles of supervision and leadership.
- Advanced methods of classifying, indexing, processing, retrieving, and controlling documents.
- Computer applications and systems related to department functions; maintenance of public records.

Ability to

- Supervise and evaluate the performance of assigned staff
- Provide advanced and complex administrative and secretarial support to an executive manager and/or other high-level staff.
- Evaluate and establish priorities.
- Take complete, comprehensive notes at live meetings, unaided by recording devices, to prepare clear, concise and complete documentation, minutes and other reports and correspondence.
- Type, at an acceptable rate of speed, a variety of complex documents that may be highly sensitive/confidential, include technical information, and/or require specialized formatting.
- Research, interpret, explain and apply complex procedures, rules and regulations.
- Gather, organize, input and maintain complex information, including financial or program-specific data.
- Analyze data and information at a level sufficient to identify trends and visible findings, and draw logical conclusions.
- Provide/obtain detailed information to/from others as appropriate, including confidential and/or otherwise sensitive information.
- Operate standard office equipment, including a computer and standard business computer software.
- Serve as a liaison between District personnel, other agencies, and the public.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those encountered during the course of the work.

Education

Completion of 60 semester (or equivalent quarter) units from an accredited college or university that included major coursework in business administration, accounting, finance, human resources administration, economics or a related field.

Experience

Six years of progressively responsible and complex administrative and secretarial experience including at least two years providing secretarial support to a Board of Directors or similar group.

Licenses/Certificates

- Possession of a valid California driver's license, Class C or higher, is required.
- Possession of, or ability to obtain, certification from District provided CPR/First Aid training is required.

Physical Requirements

The following abilities are considered necessary to successfully perform the essential functions of this class; however, applicants who request accommodation will be considered on a case-by-case basis.

Ability to: communicate orally, in person and by telephone, in face-to-face, one-to-one, and group settings; use office equipment such as computers, telephones, adding machines, copiers, and FAX machines; sit for extended periods of time; carry, push, reach and lift up to 20 pounds; have hearing and vision within normal ranges.

FLSA: Exempt
Range: 100
Union: Non-Represented