



**Executive Assistant
Job Description**

Job Title: Executive Assistant

Salary Range: 21.5 Updated January 2019

Department: Administration

Reports to: General Manager

Accepted by: _____ Date: _____
Executive Assistant (signature) (received copy)

Approved by: _____ Date: _____
General Manager

DEFINITION

Under the supervision of the General Manager, the position provides high-level, confidential administrative support to the UWCD General Manager and other executive management as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attends Board meetings and public hearings held on a variety of issues as necessary.
- Coordinate meeting logistics, arrangements and other required support.
- Coordinate and prepare the agenda packets.
- Ensure compliance with legal requirements governing public notices.
- Prepares and processes expense claims of General Manager, and Board members when necessary.
- Debrief from General Manager’s meetings and disburse notes to department heads for General Manager.
- Schedules appointments and maintains the General Manager’s calendar, coordinates and confirms meetings between the General Manager and both internal staff and representatives of outside agencies and oversees meeting logistics; serves as liaison person for General Manager’s office and responds to various requests for information from the public.
- Gathers information for inclusion in various reports; composes/drafts letters or reports for General Manager and Board of Direct signature; types and formats correspondence from shorthand notes or written format; maintains filing system for all General Manager’s correspondence.

- Makes all travel arrangements for meetings, seminars, workshops, community events, inter-agency meetings, and conferences attended by General Manager and the Board of directors; prepares and processes expense reports for reimbursement.
- Drafts and arranges for the legal publication of notices, postings and public hearings.
- Attends Board meetings as needed and takes and transcribes minutes; prepares draft minutes for review by General Manager, finalizes and distributes minutes.
- Estimates budgetary requirements and participates in preparation and management of the annual budget request for the Office of the General Manager and Board of Directors.
- May assign, review and oversee the work of other general administrative staff providing general clerical and office support to the Office of the General Manager of Board of Directors.
- Provides incidental administrative assistance to other members of the District's executive management team as assigned by the General Manager
- Oversee catering services and preparation for Board workshops and other related functions with Clerk of the Board if needed.

EMPLOYMENT STANDARDS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Knowledge of

- Office procedures, methods and equipment including computers and applicable software applications such as Microsoft WORD, Power Point, Excel and other related databases.
- Office organization and management; records maintenance and filing systems.
- Principles of business letter writing and high-level report preparation.
- Proper English usage, spelling, grammar and punctuation.
- Brown Act and Public Records Act requirements.
- Organization and functions of the departments within the District.
- Basic accounting and budgeting.
- Principles of Project Management and re-drafting proposals providing documents.

Ability to:

- Provide responsible and efficient administrative support to the General Manager and Board of Directors.
- Understand the mission and functions of the District sufficient to explain to other agencies and the general public.
- Work independently; using good judgment and initiative in carrying out assignments.
- Set goals and priorities and carry out multiple assignments concurrently.
- Be flexible and adaptable to change.
- Respond in a tactful and professional manner to inquiries from the public.
- Maintain confidentiality and use discretion in release of information.

- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
- Skilled in public relations, representing General Manager in meetings and always anticipating new directions.
- Must use good judgment, initiative and constant anticipation of what's required.
- Ability to effectively coordinate the needs and demands of multiple executives, creating in a fast paced, constantly changing environment.
- Excellent organizational, listening, planning, information gathering and problem-solving skills.
- Ability to compose and edit correspondence on behalf of the General Manager.
- Excellent verbal, written and interpersonal communication skills.
- Proficient writing/grammar skills, basic accounting skills, and basic use of PC, MS Office Suite, and Google Suite.

EDUCATION AND EXPERIENCE,

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying, including the following:

The required knowledge, skills, and abilities can best be demonstrated by possession of five (5) years of experience providing office and executive administrative support to C-level executives in a highly complex field. An Associate's or Bachelor's Degree is highly desired and may be used to substitute for some of the required experience above.

CERTIFICATIONS AND LICENSES:

Possession of a valid Class C California driver's license and a satisfactory driving record at the time of hire. Certification of Notary Public is desirable; understanding duties of Clerk to the Board is desirable. Must work clearly and positively with Clerk of the Board when overload occurs.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mobility: Job tasks are varied and require standing, walking, sitting, climbing, bending, stooping, kneeling and crouching.
- Lifting: occasional lifting up to 20 pounds.
- Vision: constant use of overall vision, including near vision, distance vision, color vision and ability to adjust focus.

- Dexterity: occasional grasping, fine manipulation, reaching, pushing and pulling; occasional use of touch to distinguish or identify objects.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent contact with coworkers and others; depending on assignment, may also frequently work alone. The employee is also expected to respond in emergency situations.
- Environmental: exposure to moderate noise levels.