

## **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 administrative direction, provides highly responsible and confidential administrative assistance to the General Manager/Chief Executive Officer and the Board of Directors; and performs a variety of tasks relative to assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

This position class is distinguished by its responsibility for providing direct administrative support to the General Manager/CEO and Board of Directors. Attends Board meetings and public hearings held on a variety of issues; supervises and coordinates meeting logistics, arrangements and other required support; supervises, coordinates and prepares the agenda and 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 Board meetings and the conduct of closed sessions; drafts the official minutes and summarizes Board meetings and public hearings; supervises and participates in maintenance of Board records and dissemination of all actions including minutes, resolutions, agreements and deeds; supervises the recordation of documents; prepares and processes expense claim forms for Board members.

It is differentiated from the class of Administrative Assistant in that the latter provides administrative assistance to a department head.

### **SUPERVISION RECEIVED AND EXERCISED**

Direct supervision is received from the General Manager/Chief Executive Officer.

Direct supervision or technical/functional work direction may be provided to an Receptionist, Administrative Aide and or Administrative Assistant I/II.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

Schedules appointments and maintains the General Manager/CEO's calendar; coordinates meetings between the General Manager/CEO and both internal staff and representatives of outside agencies and oversees meeting logistics; serves as liaison person for General Manager/CEO'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/CEO's and Board of Director signature; types and formats correspondence from shorthand notes or written format; maintains filing system for all General Manager/CEO's correspondence.

Makes all travel arrangements for meetings, seminars, workshops, community events, inter-agency meetings, and conferences attended by General Manager/CEO and the Board of Directors; prepares and processes expense reports for reimbursement.

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Coordinates preparation and distribution of Board of Directors agenda meeting materials; collects and distributes agenda materials for bi-monthly board meetings, committee meetings, study sessions, and board workshops; ensures agendas are posted in accordance with legal requirements.

Drafts and arranges for the legal publication of notices, postings and public hearings.

Attends Board meetings and takes and transcribes minutes; prepares draft minutes for review by General Manager/CEO, then finalizes and distributes minutes; serves as Administrative Secretary to the Fontana Union Water Company Board of Directors, and Frontier Project Foundation.

Records all official actions taken by the Board in the form of Resolutions, Ordinances or other actions taken at meetings; keeps files and records of all actions taken.

Serves as “custodian of records” and determines the applicability of Public Records Act provisions to various District records; upon request or subpoena, furnishes copies of resolution, minutes and other official records, certified and sealed as to their validity.

Maintains web page for agendas and minutes and other pertinent information related to the Board of Directors and General Manager/CEO.

Prepares for Board approval correspondence and other materials on proposed legislation impacting District policies and operations.

Coordinates the timely filing of Conflict of Interest Statements, Annual Campaign Disclosure statements, statement of facts, and election material for Board of Director candidates and other filings as required.

Serves as Elections Officer for District every two years, including issuing candidacy papers, processing related paperwork, and assisting in the orientation of newly elected board members.

Estimates budgetary requirements and participates in preparation and management of the annual budget request for the Office of the General Manager/CEO and the 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/CEO or Board of Directors.

Regular attendance at work site.

### **Marginal Functions:**

Provides incidental administrative assistance to other members of the District’s executive management team as assigned by the General Manager/CEO.

Set up Board Room prior to Board meetings.

Oversee catering services and preparation for Board workshops, and other Board or District related functions.

Performs related duties and responsibilities as required.

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### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

Modern 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 basic report preparation.

Proper English usage, spelling, grammar and punctuation.

Basic office equipment including personal computers.

Brown Act and Public Records Act requirements.

Organization and functions of the departments within the District.

Basic accounting and budgeting.

#### **Skill in:**

Operating a personal computer and standard office equipment.

Driving a motor vehicle in a safe and effective manner.

#### **Ability to:**

Provide responsible and efficient administrative support to the General Manager/CEO 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.

Type at a speed necessary for successful job performance.

Supervise and/or direct the work of others.

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 physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

### **REQUIRED QUALIFICATIONS**

#### **Experience and Training Guidelines**

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

#### **Education:**

Either (1) Possession of an Associate of Arts degree from an accredited college or university with a major in business management or a related field or (2) completion of a formal program of instruction in Business Administration or Business Technology from an accredited school, or (3) an equivalent program of academic preparation acceptable to the District, or (4) Possession of a

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certificate from International Association of Administrative Professionals (IAAP).

### **Experience:**

Five years of experience performing highly complex, advanced administrative support to senior management. At least two years of experience serving in a capacity that supports an elected or non-profit board of directors and/or General Manager/CEO which includes agency agenda materials, preparation and presentation, taking meeting minutes and transcription.

### **License:**

Possession of a valid Class C California driver's license and a satisfactory driving record at the time of hire.

A valid State of California Notary Public License is required, or ability to obtain within six (6) months of appointment.

## **PHYSICAL AND WORKING CONDITIONS**

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

### **ENVIRONMENT**

Normal office environment with exposure to computer screens.

### **PHYSICAL**

While performing the duties of this class, employees are regularly required to sit, walk, and stand; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms. Employees are occasionally required to walk, and stand for prolonged periods; stoop, bend, kneel and twist; and may lift up to 10 pounds.

### **MENTAL**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District managers, staff, vendors, the public and other encountered in the course of work.

### **VISION**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and operate assigned equipment.

### **HEARING**

Hear in the normal audio range with our without correction.

DATE ADOPTED: October, 2001

DATE MODIFIED: January, 2015

Safety Sensitive Position