

**VALLEY CENTER MUNICIPAL WATER DISTRICT**  
**EXECUTIVE ASSISTANT/SECRETARY TO THE BOARD**

**DEFINITION**

Under direction of the General Manager, incumbent performs varied, difficult and confidential office administrative and secretarial support to the Board of Directors, the General Manager and District administrative staff involving the use of considerable discretion, initiative and independent judgment.

**CLASS CHARACTERISTICS**

This is a single incumbent class and is responsible for performing the full range of duties at the experienced/journey level, including providing difficult, sensitive, and confidential secretarial, administrative, and support services to the General Manager, Board of Directors, and District managerial and administrative staff, requiring technical knowledge of business processes, including fulfilling all legal requirements of the Secretary of the Board of Directors.

**ESSENTIAL DUTIES**

*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 them from the position if the work is similar, related, or a logical assignment to this position.*

Compiles and prepares data, reports, agendas, and supporting materials for Board of Director meetings. Prepares notices of adjourned and special meetings, hearings, and other legal notices for posting and/or publication. Serves as a confidential secretary to the Board of Directors and General Manager.

Maintains calendars for the General Manager; coordinates, arranges and confirms meetings; attends meetings and takes minutes; transcribes notes, and prepares and distributes minutes as required; screen requests for appointments; creates and maintains event calendars.

Reviews, proofreads and edits agenda items for board meetings; maintains department files for board agenda materials; serves as keeper of records; provides information to department directors and managers on pending board matters, District projects and assignments and on a variety of other matters.

Assists and provides backup to other administrative support staff as necessary.

Prepares or directs the preparation of complex and sensitive correspondence from oral instruction or hand-written copy; initiates routine correspondence in accordance with established policy; types complex reports, documents, or other materials; compiles and types reports from a variety of sources; facilitates transmission to other offices and agencies.

Responds to inquiries and complaints from the public and other employees; provides explanation of District procedures requiring understanding of policies and regulations, or refers inquiries to the appropriate authority.

Performs a variety of clerical tasks including: establishing and/or maintaining filing and retrieval systems for inter-related files and records; typing, sorting, filing, proofreading, editing and processing a variety of documents, reports and invoices.

Assists the General Manager with a variety of administrative tasks using discretion and independent judgment in accordance with general direction; conducts research and provides recommendations regarding project

activity; monitors and maintains reporting schedules and performs follow-up; schedules meeting and makes arrangements for special events in accordance with established criteria.

Assists General Manager and Board in District compliance with elections, apportionment of election divisions, conflict of interest code, open meeting laws (Brown Act) and reporting requirements; maintains critical deadlines and coordinates activities with those of other District staff to assure compliance. Prepares related records such as Board agendas, notices, minutes, and resolutions for Directors' and committee meetings and acts as custodian of Board of Directors' documents and records; prepares and files Board of Directors' legal documents with government agencies to conform to statutes.

Represents the District at special outside meetings during and after business hours, transmits information and keeps General Manager informed of pertinent matters.

Coordinates and prepares changes to and maintains District's administrative code; coordinates and conducts public information; media relations, brochures and customer information publications; coordinates the District's suggestion awards and employee recognition programs; outlines and interprets administrative policies and procedures to staff; prepares and coordinates District's Water Quality and monthly status report.

Administers the District's Conflict of Interest Code; maintains files for agency and public access, compiles and processes required documents for designated employees and coordinates submittal of statement to the County; serves as filing officer for statements submitted for designated officers and employees; processes submittal of campaign disclosure statements.

## **QUALIFICATIONS GUIDELINES**

**Knowledge of:** Office administrative and management practices and procedures; District organization, rules, policies and procedures; basic functions, organization and requirements of local government; state election laws, conflict of interest codes, the Brown Act; standard office operations, administrative and secretarial practices and procedures; record keeping, report preparation and filing methods; correct English usage, including spelling, grammar, punctuation and vocabulary; using computers and related software applications.

**Ability to:** Type; take dictation by hand or machine and transcribe accurately; operate a computer, Microsoft Office, and other standard office software applications; provide assistance and effectively work with more than one top-level manager; use tact, discretion and prudence in establishing and maintaining effective working relationships with government officials, representatives of business and community organizations, the public and District staff; organize work, set priorities and follow up on assignments with minimal supervision; and, perform duties effectively, meet deadlines and maintain attention to detail despite frequent interruptions.

## **EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS**

**Education:** A combination of experience, training, and major course work from an accredited college or university in Public Administration, Business Administration, or a related field.

**Experience:** A minimum of four years of experience providing complex administrative support to executive or department head level staff or elected officials as a Senior Administrative Assistant for the District, or its equivalent in other organizations; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

**License and Certifications:** California Class C Driver's License; California Notary Public Certificate Commission, or ability to obtain it within six months.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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

**Physical Demands:** While performing the duties of this job, an incumbent is regularly required to sit; talk or hear, both in person and by telephone; and use hands repetitively to operate, finger, handle or feel office equipment; and reach with hand and arms. Employees are frequently required to stand and walk and occasionally lift up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:** The Incumbent is not substantially exposed to adverse environmental conditions. Work is performed mostly in office settings. The noise level is usually quiet to moderate.

POSITION DESCRIPTION APPROVED:

  
**General Manager**

06/29/2020

**Date**