

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Executive Assistant/Clerk to the Board

DEFINITION

Under general direction performs a variety of highly responsible, confidential and complex administrative support duties for the General Manager and Board of Directors; serves as Clerk to the Board; supervises the work of support staff including distribution of daily tasks; provides administrative support to Department Directors, as needed; provides general information and assistance to the public.

DISTINGUISHING CHARACTERISTICS

This is a single level class where employees within this class perform the full range of duties as assigned, including relieving the General Manager, Board of Directors and Department Directors of administrative support functions, receiving and responding to a variety of requests and inquiries from District staff, the public, and outside agencies, and providing direct supervision to technical and clerical personnel. As the Clerk to the Board, employees in this class are also responsible for recordation and documentation of Board actions, coordination of Board activities, publication of legal notices and related documentation. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit and district policies and administrative regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. Exercises direct supervision over assigned technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Performs a wide variety of complex, responsible and confidential duties for the General Manager, Board of Directors, and District Department Directors.

Serves as Clerk to the Board.

Tracks and maintains official records related to the Board of Directors.

Maintains policy manuals, resolution books, and files.

Screens calls, visitors and mail; responds to sensitive requests for information and assistance; resolves citizen concerns and complaints.

Interprets District policies and administrative regulations, procedures, laws and regulations in response to inquiries and complaints; refers inquiries as appropriate.

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Participates in and assists in the administration of the General Manager's Office; prepares comprehensive reports and compiles information to be used in special projects and reports.

Independently responds to letters and general correspondence of a routine nature.

Makes travel arrangements, maintains day-to-day appointment schedules and calendars and arranges meetings, conferences and civic functions for the General Manager, Board of Directors and other Department Directors.

Plans, prioritizes, assigns, supervises and reviews the work of administrative support staff involved in the operations of the General Manager's Office.

Attends and participates in weekly Department Director meetings; takes and transcribes minutes of meetings, as required; and follows up on action items.

Recommends organizational or procedural changes affecting administrative support activities.

Researches, compiles and analyzes data for special projects, various reports, and presentations; prepares and assembles Board of Directors meeting agenda items as needed.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; monitors and controls expenditures.

Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures and prepares performance evaluations.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.

Attends Board of Directors, Committee, Special, and other public meetings and records all official proceedings; prepares meeting minutes and other documents.

Manages and oversees administrative management of the operations and services of the Board of Directors, including functions imposed by statutory law, Board meeting protocol, maintenance of confidential information and files, prepares Board agenda and agenda items, official minutes, resolutions, meeting and legal notices and other related matters and attendance at all meetings, as required.

Receives and reviews all agenda items to ensure that all submittals are complete and in compliance with established procedures.

Certifies the authenticity of official Board actions and prepares certified copies of such actions, as required.

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Prepares, organizes, prints, distributes, follows up and documents Board and committee agendas for which the Board of Directors serves as governing board; i.e. Finance Corporation.

Arranges for publication of special meetings, hearings, and other documents, as needed.

Follow up on actions authorized by the Board of Directors.

Serves as filing officer for the Fair Political Practices Commission; and, as such, is responsible for annual distribution and oversight of Statements of Economic Interest Form 700 for all designated employees.

Acts as the official custodian of critical Board records; maintaining all books, records, and papers of proceedings of the Board and Committees of the Board; supervises maintenance of Board files and preservation of records, documents, and other valuable papers.

As the custodian of the District seal, signs, countersigns or attests to official documents, including resolutions, agreements and Certificates of Acceptance for District easements adopted by the Board.

Accepts subpoenas, summons, and claims served on the District.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Advanced English usage, spelling, grammar and punctuation. Modern office procedures, methods and computer equipment. Alphabetic and numeric filing system management. Business correspondence writing and report preparation. Principles of supervision, training and performance evaluation. Budgeting and fiscal control procedures and techniques. Pertinent Federal, State, and local laws, codes and regulations. Functions and organization of municipal government. Principles and procedures of record keeping. Principles and practices of customer service. Brown Act, Fair Political Practices and Conflict of Interest.

Skill/Ability to:

Perform responsible and difficult administrative support work involving the use of independent judgment and personal initiative. Interpret and apply administrative and District policies, procedures, laws and regulations. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities. Analyze situations carefully and adopt effective courses of action. Compile and maintain complex and extensive reports and prepare routine reports. Maintain confidential data and information for executive staff. Independently prepare correspondence and memorandums. Work independently in the absence of supervision. Operate and use modern office equipment including a computer. Type

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and transcribe at a speed necessary for successful job performance. Supervise, train and evaluate assigned staff. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff. On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.

Experience and/or Education:

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 increasingly responsible administrative support experience that included providing direct support to management level staff, preferably within a public agency.

Education:

Equivalent to an Associate's degree with coursework in business administration, accounting, finance or a related field.

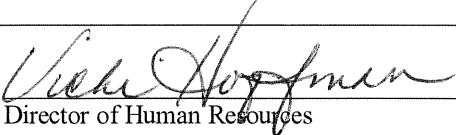
SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of or ability to qualify for appointment as a Notary Public for the State of California within six months of appointment.

Possession of a typing certification with the ability to type at a rate of 50 words per minute.

 Director of Human Resources	<u>9-8-11</u> Date
Established: 08/18/2009 Revised: 09/08/2011 FLSA: Exempt Unit: Non-Safety	