

Executive Assistant - Board Clerk

Supervisor: Director of Administration

Status: A

GENERAL DESCRIPTION

Performs a wide variety of highly responsible administrative and secretarial functions in support of the General Manager, Director of Administration, the Watermaster Board, and Watermaster staff. Receives supervisory direction from the Director of Administration. Works in cooperation with the Administrative Assistant, Accounting staff, and other Watermaster staff as needed.

TYPICAL DUTIES

The duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. Duties could include:

1. Calendar and scheduling coordination for meetings, workshops, events, and activities. Preparation of travel arrangements and expense reports.
2. Creation of meeting agendas, minutes, transcriptions, and meeting package preparation for Committee and Board Meetings. Maintains and updates executed meeting minutes binders along with ensuring timely upload of approved minutes and recording to website.
3. Maintains Watermaster membership rosters, email lists, and keeps continuously updated and stored in appropriate locations.
4. Ensures consistent formatting for all outgoing correspondence and that incoming correspondence are appropriately filed.
5. Awareness of all upcoming meetings/workshops and support timely issuance of notices, agendas, and assist with meeting coordination as needed.
6. Assists new Board members with appropriate stipend and other necessary forms. Assist all Board members with monthly stipend claim forms and work with Accounting to ensure timely payables processing.
7. Serve as liaison both internally and externally by providing appropriate information as needed.
8. Develops knowledge of Watermaster activities, issues, and actions and provide recommendations for improving efficiency and communication and procedural changes when applicable. Able to maintain confidential information appropriately. Supports administrative, clerical, and secretarial functions as directed. Performs related duties and responsibilities as required.
9. In conjunction with administrative staff, ensure contracts are created/stored in contracts database and manage related due dates, as appropriate.
10. Follow up on all documents (i.e., contracts, resolutions, agreements, minutes, MOUs, etc.), through each level of review. After adopted/ratified by minute action, obtain the required signatures. Copy, distribute copies, save e-copy to network and contracts database, and file originals, as appropriate.
11. File and maintain original Resolutions, Minutes, meeting and workshop agenda items, recordings, presentations, handouts, and related documentation and ensure timely website posting of same.

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TYPICAL DUTIES

12. Collaborate with technical and legal consultants on a regular basis to complete reports and other tasks as required.
13. Assist staff with a variety of tasks to ensure timely processing of information and provide backup telephone and front desk support.
14. Draft and send emails, memos, and proofread documents and other correspondence as needed.
15. Maintain office services by organizing office operations and procedures, controlling correspondence, designing filing systems, and process supply requisitions.
16. Maintain policies and procedures and ensure the retention, protection, retrieval, transfer, and disposal of hard copy and electronic records is up-to-date and accurate and properly stored on network and SharePoint.
17. Maintain office efficiency by planning and implementing office systems, ensure operational requirements are met by proper scheduling of meetings and activities.
18. Performs other duties as required.

QUALIFICATIONS

- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Typical ways to obtain the knowledge and abilities would be:

Educational Background:

- Bachelor's Degree in Business Administration and/or equivalent work experience. Supplemental education, such as IAAP certification(s), or equivalent in office administration practices, business administration, or management, is desired.

Experience:

- Minimum of 5+ years' experience as an Executive Assistant required. Previous work experience as an Executive Assistant in a public agency, water district, or legal environment is a plus.

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Knowledge and Special Skills:

- Skilled in time management and ability to effectively prioritize multiple tasks and achieve desired results.
- Highly organized and efficient, and adept at setting the same tone for all administrative efforts.
- Must have solid working knowledge and experience using Microsoft Word, Excel, PowerPoint, Outlook, Teams, Adobe Acrobat, and SharePoint.
- Skilled in the use of a PC, complex printers, Audio/Visual equipment, recording equipment, projection equipment and other office equipment. Ability to keep up with technological changes and incorporate into everyday business functions (e.g. MS Office Suite, remote meeting software [webinars], etc.)
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and transcription, designing forms, and other office procedures and terminology. Knowledge of the Brown Act is a plus.
- Strong command of the English language (written and oral) and able to discern proper use, correct spelling, rules of composition, and grammar.
- Knowledge of principles and processes for providing high quality internal/external customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

License or Certificate:

- Possession of, or ability to obtain, a valid California driver's license (Class C).
- Must maintain a driving record acceptable to the Watermaster's automobile insurance carrier.

Personality Traits:

- Initiative, punctuality, and good attendance.
- Strong communication skills and ability to work well within a small, professional office environment.
- Professionalism, poise, and collaboration are key characteristics both internally and externally.
- Ability to effectively manage and prioritize various, and at times, equally urgent efforts.
- Acknowledges that continuous learning is a core part of the job.
- Commitment to team success is essential.

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Physical Demands:

- The physical demands described 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 essential functions.
- Ability to hear clearly over other distractions.
- High non-verbal communication.
- High verbal communication. Must be able to convey detailed or important spoken instructions to others accurately and/or quickly.
- High written communication.
- Must tolerate moderate noise levels and interruptions in open office environment.
- Normal ability to see, distinguish colors and hear.
- Normal complexity of decision-making.
- Normal concentration/intensity. Ability to employ initiative, tact and discretion appropriate to a professional business office.
- Normal time pressure of decision-making.
- While performing the duties of this job, the employee is regularly required to stand, walk, talk, and hear in a clear manner.
- Ability to bend, stoop, stretch, kneel, and reach with arms and hands.
- High to moderate requirements for hand coordination, visual and cognitive abilities.
- High use of computer terminal and keyboard.
- Normal dexterity of hands and fingers to handle or feel objects, tools or controls.
- Regularly lift, carry and/or move up to ten pounds and occasionally lift, carry and/or move up to twenty-five pounds at waist high level, all without assistance.
- Sustained posture in a seated position.

Work Environment:

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Primary office environment; noise level usually quiet to moderate.