

Sacramento Suburban Water District Classification Specification

Job Class: Executive Assistant to the General Manager

FLSA Status: Exempt

Supervisor: General Manager

Effective Date: June 2018

Definition/Distinguishing Characteristics

With minimal direction and supervision, this position performs a variety of high level, confidential and complex administrative support and analytical duties involving independent judgment for the General Manager and Board of Directors.

Examples of Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Performs a variety of high level, confidential and complex administrative support and analytical duties for the General Manager and Board of Directors.
- Attends Board meetings, develops and maintains minutes, and distributes resolutions and Board policies and procedures as necessary.
- Prepares, reviews and edits draft Board agendas and staff reports.
- Acts as Board liaison and provides administrative and analytical support to the Board as directed.
- Makes appointments and maintains appointment calendars for the General Manager and Board Members.
- Maintains official District documents, records and seal.
- Tracks Board direction to staff on critical and/or sensitive projects to assure compliance.
- Oversees Board policy review; provides analytical support in preparing draft policies and procedures for District administrative functions.
- Reviews and tracks State and Federal legislation for the General Manager.
- Maintains and updates assigned areas of District website in a Content Management System (CMS) environment.
- Coordinates and oversees various projects with assigned temporary and office staff, consultants, vendors and contractors.

Mental and Physical Requirements

The conditions herein 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 job functions.

- Travels occasionally by airplane and automobile in conducting District business.

- Communicates frequently with the Board of Directors, General Manager, Assistant General Manager, staff, representatives from other agencies and the public in one-to-one and group settings.
- Regularly uses telephone for communications.
- Regularly uses computer, keyboard and mouse.
- Uses office equipment such as copier/fax machines.
- Sits or stands for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Qualifications

Knowledge Of:

- District operations, procedures, policies, precedents, rules and regulations.
- Office and time management principles, operations and procedures.
- The California “Brown Act” and procedures for public meetings.
- Agenda preparation and distribution requirements.
- Customer service practices.
- Fiscal recordkeeping.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint).
- Websites created in a Content Management System (CMS) environment.
- Electronic document management systems.
- Correct English usage, spelling, grammar, punctuation and proof-reading skills.
- Business letter writing and report preparation techniques.

Ability To:

- Perform a variety of complex and responsible administrative and analytical support work requiring exceptional organizational skills.
- Perform high level, professional writing and proofreading.
- Communicate effectively both orally and in writing.
- Prepare accurate agendas, minutes and records for the Board of Directors.
- Provide supervision and work coordination for other District support staff.
- Maintain confidentiality.
- Perform multiple tasks concurrently and meet deadlines.
- Deal successfully with changing workload and task assignments.
- Research and track State and Federal legislation.
- Exercise discretion and independent judgment in the performance of highly complex and responsible administrative and analytical support work.
- Collect, organize, interpret and evaluate a variety of information and data.
- Proficiently use computers and applicable software.
- Effectively represent the District at functions with the public and other governmental agencies.
- Establish and maintain cooperative working relationships with the Board of Directors, General Manager, Assistant General Manager, staff, outside agencies, vendors, consultants/contractors and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications

Required:

- Associate in Arts (AA) or Associate in Science (AS) degree in public or business administration, communications or a closely related field from an accredited college or university. Two (2) years of additional qualifying experience may be substituted for one (1) year of the required education with a high school diploma or equivalent.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Two (2) years of administrative support work as an assistant to a senior level executive for a public agency.

Desirable:

Any combination of education and experience which would provide higher level education and/or additional knowledge and abilities in public relations/public information work will be considered. A typical way to obtain this would be:

- Additional experience performing administrative support work as an assistant to a senior level executive for a public agency is highly desirable.
- Prior experience as an agency spokesperson, communications resource and/or community outreach coordinator.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.