

**WEST VALLEY SANITATION DISTRICT**  
**EXECUTIVE ASSISTANT**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, performs complex and responsible administrative support, and general clerical duties; performs records management duties; assists the coordination of the District's human resources function; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Executive Assistant** is the journey level class responsible for providing administrative support and assisting in official document recording and retention, production and publication of agendas and minutes for the District Board, and assists with management of the human resources function. The incumbent provides administrative support to the District Manager/Engineer and the Director of Administration and Information Services. This classification is distinguished from the next higher classification of Director of Administration and Information Services in that the latter has overall responsibility for entire operation of the District's Administration and Information Services Department.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Director of Administration and Information Services. Incumbents in this position may provide functional supervision over office support staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs a wide variety of routine and complex office, clerical, and administrative support tasks and duties in support of the District Manager and Director of Administration and Information Services; assists the public by providing information personally or directing information requests according to established procedures.
- Performs a wide variety of sensitive and confidential routine and complex clerical, office, and administrative support tasks and duties.
- Coordinates and oversees a variety of special projects and programs as assigned by the District Manager; conducts research and provides recommendations regarding project activity.
- Demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public requiring in-depth knowledge of the District; provides information as appropriate; receives visitors and telephone calls, directing them to the appropriate information source.
- Attends District meetings; if Board Clerk is absent takes minutes of proceedings, transcribes the District Board meeting minutes and completes any resolutions, ordinances and/or agreements adopted

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at such meetings by adding the appropriate information; prepares District Board agenda packets; copies and distributes agendas; posts necessary District Board information on the District's website.

- Assists with the implementation and application of the District's personnel rules and contracts; provides support in the preparation and oversight of recruitments and related activities and salary and classification studies; assists in the administration of the benefit programs; assists in the processing of payroll; assists managers with personnel issues.
- Researches a variety of District actions, laws, procedures, and official District documents and records for staff, District Board and the public.
- Performs a variety of record management duties, including indexing old records, resolutions, minute books and agendas; retrieves information as requested by District staff, District Board or the public.
- Notifies interested persons of the time, place and subject of the District Board meetings; prepares and distributes information related to District Board actions and/or requests for action; publishes notices of public hearings; sends mailing to those affected by the topic of the public hearing.
- Compiles and completes data for administrative and public reports, proclamations, certificates, bulletins, questionnaires, and other documents.
- Assists with human resources related functions, including answering calls regarding District employment; placing employment ads and answering questions related to benefits and the Personnel Rules.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds, as well as speech sufficient to communicate in group settings without the aid of a microphone, are also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Executive Assistant**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in human resource and/or records management and providing support to an elected board or council, and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or the ability to obtain, a valid California Class C driver's license.

**KNOWLEDGE/SKILLS/ABILITIES:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles, practices and techniques of municipal records management and elections; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including the Brown Act, FPPC regulations and the California Public Records Act; methods and techniques of scheduling work assignments; basic principles of human resource management; office practices, procedures, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Provide information and organize material in compliance with laws, regulations, policies and procedures; attend evening or weekend meetings as required; assist in the administration of the District's human resources functions; provide the full range of confidential administrative support to District management; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.

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