VALLECITOS WATER DISTRICT

ADMINISTRATIVE SECRETARY

DEFINITION

Under general supervision, provides confidential secretarial and administrative support to the General Manager in the Executive Secretary’s absence, Board of Directors, and Executive Secretary. Performs related duties as required.

CLASS CHARACTERISTICS

This single incumbent position provides responsible and confidential secretarial support duties requiring the use of considerable discretion, initiative, and independent judgment; performs a wide variety of general administrative duties. This position reports to the Executive Secretary and is distinguished from that position in that it provides backup support to the Executive Secretary.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Performs routine secretarial and administrative support work for the District involving the use of independent judgment, including providing back-up to the Executive Secretary;
- In the absence of the Executive Secretary, acts as confidential secretary and point of contact to the Board of Directors and General Manager;
- Attends Board, committee, and special meetings during and after normal business hours; facilitates these meetings in the absence of the Executive Secretary;
- Records and transcribes minutes and prepares them for distribution; interacts with Board of Directors and General Manager;
- Prepares agendas and packets of background materials for committee and Board meetings; prepares Board Resolutions and Ordinances; posts agendas in accordance with legal requirements;
- Researches, compiles, and summarizes a variety of informational materials on behalf of the Executive Secretary and other District staff as needed;
- Types and/or drafts a wide variety of documents which may include legal terminology or confidential material from notes, brief instructions, prior drafts, and dictating equipment; reviews finished materials for completeness, accuracy, format, and correct spelling and English usage;
- Coordinates and arranges travel for the Board of Directors and the General Manager as needed;
- Schedules and arranges meetings by reserving rooms and equipment, issuing notices of meetings, and assembling materials;
- Answers, screens, and refers telephone calls from customers and Board of Directors, providing information and handling issues that may require sensitivity and the use of sound independent judgment; responds to requests for information and complaints and refers requests or complaints to appropriate staff;
- Organizes and maintains records management systems and various administrative files;
- Assists with special projects such as monitoring contracts, document management, and records retention;
- Prioritizes and organizes own work, maintains critical deadlines, and coordinates activities with those of other District departments to ensure completion of the work;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- The principles, practices, and methods of administrative and organizational analysis;
- Public administration principles and practices; basic functions and organization of local governments;
- Legal requirements related to the scheduling and notification of Board meetings;
- Standard office administrative and secretarial practices and procedures including business letter writing and the operation of standard office equipment;
- Record keeping, report preparation, and filing methods;
- Correct English usage including spelling, grammar, punctuation, and vocabulary;
- Operation of a variety of office and computer equipment.

Ability to:
- Communicate clearly and concisely, both orally and in writing;
- Keep accurate records; compile and maintain complex records and files; edit documents for correct English grammar, punctuation, and spelling;
- Analyze situations carefully and adopt effective courses of action;
- Understand the operation of the District and outside agencies;
- Compose correspondence and perform clerical and related assignments from brief oral and/or written instructions;
- Communicate effectively with a variety of personnel, including upper management and Board of Directors, and establish/maintain effective working relationships;
- Apply policies and procedures, work independently;
- Meet deadlines, and maintain attention to details despite frequent interruptions;
- Understand and follow verbal and written directions;
- Maintain confidentiality of records and information;
- Take notes and prepare accurate minutes from meetings.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: high school graduation or equivalent, supplemented by college level courses in secretarial or office management; and three years of increasingly responsible secretarial and office administrative experience. One year working with elected officials is desirable.
Licenses, Certificates, and Special Requirements

- None required; however, position-related certificates and licenses will be noted.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands and fingers to grasp and feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Environment: Office environment. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Noise level is usually quiet.

I have reviewed this Job Description with my Supervisor and agree with its contents.

______________________________________________________________________
Employee Signature
Date

______________________________________________________________________
Supervisor Signature   Date

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