VALLECITOS WATER DISTRICT

EXECUTIVE SECRETARY

DEFINITION

Under general supervision, provides varied and confidential secretarial and administrative support to the General Manager and the Board of Directors; supervises Administrative Secretary; performs related duties as required.

CLASS CHARACTERISTICS

This is the supervisory level for secretarial and administrative functions in the General Manager’s office and provides responsible and confidential secretarial support duties requiring the use of considerable discretion, initiative, and independent judgment. The Executive Secretary is distinguished from the Administrative Secretary in that the latter provides support to the Assistant General Manager.

ESSENTIAL FUNCTIONS

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

- Plans, assigns, supervises, reviews, and evaluates the work of assigned staff; provides staff training and development; assists in the selection of staff; reviews work for accuracy and compliance with department standards; studies and standardizes procedures to improve department efficiency; participates in necessary disciplinary actions; writes performance appraisals; ensures high level of customer service; provides assistance to staff in resolving problems; ensures safe work methods are followed and appropriate safety precautions and equipment are utilized; and conducts safety meetings;
- Performs complex secretarial and routine administrative work for the District involving the use of considerable independent judgment; acts as confidential secretary to the General Manager and Board of Directors; relieves the General Manager of a variety of administrative tasks;
- Attends Board, committee, and special meetings during and after normal business hours; records and transcribes minutes and prepares them for distribution; prepares agendas and supporting materials for committee and Board meetings; prepares Board Resolutions and Ordinances; posts agendas ensuring compliance with the Brown Act;
- Administers procedures for filing Statements of Economic Interest; notifies Board of Directors, management and other affected parties of filing requirements and deadlines;
- Administers the District’s Conflict of Interest Code, serving as the filing officer for statements submitted by designated officers and employees and performs related duties as prescribed by the FPPC;
- Serves as custodian of records and determines the applicability of Public Records Act provisions to various District records, upon request; furnishes copies of resolutions, minutes and other official records, certified and sealed as to their validity;
- Prepares and arranges for the legal publication of notices, postings, hearings and ordinances in the local newspaper;
- Provides District support to the election process for the Board of Director positions;
- Plans, organizes and coordinates special events including meeting logistics, arrangements and other required support;
- Researches, compiles, and summarizes a variety of informational materials for use by the Board and District managers; initiates follow-up procedures to ensure that projects are completed and deadlines met; works closely with managers and other administrative staff on matters pertaining to the Board of Directors;
- Drafts and types a wide variety of documents which may include legal terminology or confidential materials from notes, brief instructions, prior drafts, and dictating equipment; initiates specified correspondence independently for signature; reviews finished materials for completeness, accuracy, format, and correct spelling and English usage;
- Organizes and maintains records management systems and various administrative files;
- Maintains an appointment calendar; makes travel and conference arrangements; schedules and arranges meetings by reserving rooms and equipment, issuing notices, and assembling materials;
- Relieves the General Manager of certain duties by transmitting information and keeping informed of pertinent matters; organizes own work, maintains critical deadlines, and coordinates activities with those of other District departments to ensure completion of the work;
- Receives and screens General Manager visitors and telephone calls; provides authoritative information which may require the use of judgment and interpretation of policies and procedures;
- Maintain agendas, minutes and calendar web pages;
- 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:
- Principles, practices, and methods of administrative and organizational analysis;
- Public administration principles and practices; basic functions and organization of local governments;
- Brown Act and Public Records Act requirements; conflict of interest and disclosure requirements;
- Standard office administrative and secretarial practices and procedures;
- Business letter writing; correct English usage including spelling, grammar, punctuation, and vocabulary;
- Operation of a variety of office equipment including computers; computer software applicable to the work performed;
- Record keeping, report preparation, and filing methods;
- Principles of supervision and training.

Ability to:
- Communicate clearly and concisely, both orally and in writing; keep accurate records;
- Analyze situations carefully and adopt effective courses of action;
- Understand the operation of the District and outside agencies;
- Compose correspondence and perform administrative and related assignments from brief oral and/or written instructions;
- Communicate effectively with all levels of District management, Board members, employees and the public and establish/maintain effective working relationships;
- Explain and apply policies and procedures;
- Meet deadlines, and maintain attention to details despite frequent interruptions;
- Understand and follow verbal and written directions; work independently;
- Work evenings on a periodic basis and/or travel within and outside of District boundaries to attend meetings;
- Operate a computer and use a variety of computer software;
- Take dictation and/or transcribe from a dictating machine;
- Compile and maintain complex records and files;
- Edit documents for correct English grammar, punctuation, and spelling;
- Maintain confidentiality of records and information.

**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 and/or office management; and required four years of increasingly responsible secretarial and office administrative experience, including two years working with elected officials, with at least one year in a lead role preferred.

**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.