

EXECUTIVE SECRETARY
(Non-Exempt)

DEFINITION

Under direction of the General Manager, provides varied and confidential administrative assistance, secretarial and clerical assistance to the General Manager and District administrative staff; Maintains District master-calendar; performs related work as assigned.

CLASS CHARACTERISTICS

This class performs difficult administrative and secretarial/clerical duties for the General Manager and administrative staff involving the use of considerable independent judgment and has frequent contact with all District employees and the Board of Directors. The incumbent prepares agenda packets for Board meetings; maintains the District's master calendar, and records management program.

EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of this classification

- Performs administrative tasks and secretarial and clerical duties for the District, the General Manager and administrative staff involving the use of considerable independent judgment; organizes own work, maintains critical deadlines and coordinates activities with those of other District units to assure completion of the work. Coordinates and provides work direction for other clerical staff to meet agenda-related and other deadlines.
- Prepares agendas and packets of background materials for committee and Board meetings; attends and records all Board meetings and prepares a variety of information related to Board activities; and maintains vault files.
- Acts as confidential secretary to the General Manager and administrative staff; maintains activity calendars; answers, screens and directs calls; makes conference arrangements for General Manager, Board of Directors and administrative staff; coordinates preparation and filing of conflict of interest forms.
- Administers the District's records management program

- Undertakes a variety of administrative duties as may be assigned by the General Manager.

QUALIFICATIONS

The level and scope of the knowledge and skills listed below are related to experience, proficiency and complexity of work activities as specified under Class Characteristics.

Knowledge Of:

- Basic functions and organization of local governments.
- Standard office administrative and secretarial practices and procedures, including business letter writing, records management, maintenance, and the operation of office equipment and personal computers.
- Record keeping, report preparation and files maintenance.
- Basic functions of records management.
- Correct English usage, including spelling, grammar, punctuation and vocabulary.

Abilities:

- Providing varied and often confidential administrative assistance, secretarial and clerical assistance to the General Manager and District administrative staff.
- Using initiative and independent judgment within established guidelines.
- Using tact, discretion and prudence in establishing and maintaining effective working relationships with public officials, representatives of business and community organizations, the public and District staff.
- Monitoring District compliance with state laws concerning conflict of interest.
- Organizing work, setting priorities and following up assignments with minimal supervision.
- Working effectively, meeting deadlines and maintaining attention to detail.
- Administering a records management program.

Typical Physical Activities

- Must be able to communicate effectively, both orally and in writing with co-workers and customers.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and fax machines.
- Sits for extended time periods.
- Regularly required to stoop, stand, bend, sit and walk and go up and down stairs.
- Ability to lift 10-25 pounds.
- Hearing and vision correctable to normal ranges.

Desirable Qualifications

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to graduation from high school.

Experience: Four years of responsible secretarial and office administrative experience. Secretarial or business training and experience in dealing with representatives of governmental, business or community organizations are desirable, as is experience in meeting frequent and critical deadlines with limited supervision.

Other Requirements:

Driver's License: Possession of a valid California Class C driver's license may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a 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.

Approved by the following:

Department Manager

Date

Human Resources Manager

Date