



## **DISTRICT SECRETARY/EXECUTIVE ASSISTANT**

### **CLASSIFICATION SPECIFICATION**

---

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Management

#### **JOB SUMMARY**

Works under general direction to plan, organize, manage, and provide administrative oversight in the preparation of agendas, minutes, actions, ordinances, and resolutions, including election processes, archiving of official documents and records. Coordinates assigned activities with other departments, officials, and outside agencies and fosters cooperative working relationships with State and Local intergovernmental and regulatory agencies. Provides varied technical, complex, specialized, and confidential administrative support to the District Manager and Board of Directors. Performs related duties, as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The District Secretary/Executive Assistant is the advanced/supervisory classification in the Administrative Assistant classification series, which is responsible for performing high level administrative work supporting the Assistant District Manager, District Manager, and Board of Directors. The Executive Assistant/District Secretary is distinguished from the Administrative Assistant by the level of independence, scope of duties, and complexity of work.

#### **SUPERVISION RECEIVED AND EXERCISED**

The District Secretary/Executive Assistant reports to Assistant District Manager and/or the District Manager.

The District Secretary/Executive Assistant exercises supervision over the Administrative Assistants.

#### **WORK SCHEDULE**

During each two-week period, works a flexible schedule to obtain 75 hours depending on operational requirements and consent of District Manager. May occasionally be required to change working hours and/or work overtime.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Gathers and prepares a variety of information and materials for District personnel and provides staff assistance to the District Manager, Assistant District Manager, Board of Directors, and other District staff.

- Prepares official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies and procedures, and other written materials.
- Acts as custodian of records for the District and maintains custody of the District Seal, ensuring authentication of only approved documents.
- Establishes and maintains a variety of office and department files, including all official documents, and Electronic Record Management and Archival System; aids the public and District staff by helping to identify and research records, historical data, and information relevant to requests.
- Serves as Secretary to the Board of Directors; schedules committee meetings, maintains Board Room calendar, attends Board of Director meetings, and prepares public notifications, assembly and distribution of agendas, minutes, and other documents; manages the publication, filing, indexing, and safekeeping of all proceedings of the Board of Directors.
- Manages the District's disclosure requirements for designated employees, including composing and presenting resolution for amendments as necessary; ensures all elected officials, appointed officers, and designated employees file timely disclosure forms; distributes forms and notifications and corresponds with the Butte County Clerk-Recorder Elections Division as appropriate.
- Prepares communications and manages District records relating to general election and special election information and materials, including answering questions from staff, members of the Board, and the public; administers and files oaths of office.
- Administers and manages a variety of functions including ensuring compliance with the Public Records Act, and the Brown Act; reviews and monitors legal requests for records; attests all official documents of the District; receives and distributes all subpoenas and claims; and prepares filings as required.
- Contributes to the overall quality of the District's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; files and distributes updates to policies and procedures manual.
- Coordinates and assists in the preparation and submittal of all legal notices and advertising for the District; notarizes documents, assists in preparation of official documents, and oversees filing of documents for recording such as Grant Deeds, Easements, Future Pipeline Agreements, Notice of Completion and Acceptance, and environmental documents in accordance with the California Environmental Quality Act.
- Assists in the coordination, advertising, and receipt of project bids and proposals, preparation and distribution of professional services agreements and written communications; aids in the preparation and processing of annexation applications and documents with LAFCO.
- May participate in providing employment support services in the preparation of employment notices, advertising, scheduling of interviews, preparation of candidate materials and communications.
- Oversees plan renewal and updates to the District's Property and Liability Insurance Programs, claims processing and communications, preparation of Release and Waiver of Liability and Indemnity Agreements; maintains District vehicle and equipment registration and Certificates of Title, Bill of Sale Records.
- Oversees the District's DMV Employer Pull Notice Program and filing of DMV forms for addition and deletion of District employees; files driver record reports and provides notification to appropriate management personnel, as necessary.

- Provides direction relating to distribution of incoming correspondence, scanning of documents, and email of information to appropriate parties.
- Performs responsibilities as an alternate signer of general fund and payroll checks as necessary.
- Performs related duties as assigned.

**Knowledge of:**

- Broad overall District operations.
- Applicable District policies, regulations, and standard operating procedures.
- Planning, coordination, and execution of business functions, resource allocation, program, project, and task coordination.
- Organization and function of public agencies, including the role of an elected and appointed Board.
- Applicable state and federal administrative laws, including procedures, regulations, guidelines, and precedents, including Public Records Act, the Brown Act, election processes, and FPPC procedures and regulations.
- Correct English grammar and punctuation to organize and communicate ideas in words that are appropriate to listeners and situations.
- Computer systems and software applications related to District management support and administrative functions, including word processing and spreadsheet software as appropriate.

**Ability to:**

- File, type, enter data, maintain records, and use and complete forms.
- Research, analyze, and evaluate alternatives; make recommendations.
- Work with clients, customers, external stakeholders, and public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Prepare official minutes, resolutions, ordinances, and written communications, reports, and presentations in a clear, concise, organized, and professional manner for the intended audience.
- Follow oral and written directions.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Show understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; effectively work with individuals who are difficult, hostile, or distressed; relate well to people from varied backgrounds and different situations; maintain sensitivity to cultural diversity, race, gender, disabilities, and other individual differences.
- Type at a minimum rate of 55 words per minute from clear, legible copy.
- Operate various office equipment including, but not limited to, computer, scanner, copier, fax, audio, and calculator.
- Demonstrate regular and predictable attendance.

**DESIRED QUALIFICATIONS**

**Education and Experience:**

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:**

- High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.
- Completion of advanced educational training in office administration skills is highly desirable.

**Experience:**

Specialized secretarial training and five (5) years of increasingly responsible secretarial or administrative experience in performing a variety of highly responsible, complex, and confidential administrative support work, preferably with a government agency or utility.

**Required License, Certificate or Training:**

- Possession of a class C California driver's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of, or ability to obtain, a Notary Public certification within six (6) months of employment.

**WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Primarily inside an office environment at a desk for extended periods of time.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Sometimes required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl.
- Occasionally lifts and moves objects up to 25 pounds such as large binders, books, and small office equipment.
- Occasionally required to operate a motor vehicle in performance of job duties.

- Hearing within normal range
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**HISTORY:**

- Revision date: August 2023
- Approval/Adoption date: December 18, 2024