

## **EXECUTIVE ASSISTANT / DISTRICT SECRETARY**

### Definition

Under general direction, plans, organizes, manages, and provides 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; 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, and performs related duties, as assigned.

### Examples of Duties

- Gathers and prepares a variety of information and materials for district personnel and provides staff assistance to the District Manager, District staff, and Board of Directors; prepares and provides input on Board memos and other necessary correspondence.
- Acts as custodian of records of 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; provides assistance to the public and District staff by helping to identify and research records, historical data, and information relevant to requests.
- Serves as Secretary of the Board of Directors; schedules committee meetings and 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; attesting all official documents of the District; receiving and distributing all subpoenas and claims; and preparing State filings.
- 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; filing and distribution of updates to policies & 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; provides

assistance 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.

#### Typical Physical Activities

- Communicates orally with District management, co-workers, elected officials, and the public in face to face, one-to-one and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, typewriters, copiers and FAX machines.
- Sits for extended time periods.
- Must be able to carry, push, pull, reach, and lift material or equipment weighing up to 25 lbs. occasionally.
- May stoop, kneel, or reach for extended periods of time.
- Works occasionally in an environment with exposure to dust and moderate noise levels.
- Travels occasionally by motor vehicle in conducting District business.
- Hearing and vision within normal ranges.

#### Employment Standards

##### Knowledge of:

- Operations, procedures, policies, and precedents of the District.
- Organization and function of public agencies, including the role of an elected and appointed Board.
- Office management principals, operations and procedures, including work planning and coordination.
- Development and maintenance of automated and manual filing and record keeping systems.
- Computer systems and software applications related to District management support and administrative functions, including word processing and spreadsheet software as appropriate.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, the Brown Act, election processes, and FPPC procedures and regulations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Correct English usage, spelling, grammar, and punctuation.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

- Computers and software programs, (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform a variety of complex and responsible administrative support work functions.
- Provide work coordination for other District office support staff.
- Type at a rate of 55 words per minute from clear, legible copy.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies and procedures, and other written materials.
- Perform research, analyze, and evaluate information to evaluate alternatives, make recommendations, and prepare documents and reports.
- Use computers and applicable software in the performance of office and administrative assignments.
- Understand and carry out oral and written directions.
- Operate various office equipment including, but not limited to, fax machines, typewriters, calculators, copy machines, and audio recording equipment.
- Exercise tact, diplomacy and discretion in interpersonal dealings that may be confidential and highly sensitive.
- Establish and maintain cooperative working relationships with Board of Directors, all management team and staff members, other elected and appointed governmental officials, media representatives, business and community leaders, and the public.

Desirable Education and Experience

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

Completion of advanced educational training in office administration skills is highly desirable.

Equivalent to completion of the twelfth grade supplemented by college-level coursework and/or 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.

License Certificate Registration Requirement:

Possession of, or ability to obtain, a Notary Public certification within six (6) months of employment.

Driver License: Possession of a valid California Class C Driver License issued by the State Department of Motor Vehicles. Possession and proof of 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.