



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

EXECUTIVE ASSISTANT / CLERK OF THE BOARD

DEFINITION

Under general supervision, provides confidential administrative support and assistance to the General Manager and Administrative Department; supports the Board of Directors relative to their meeting processes and statutory responsibilities; performs other related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the General Manager. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This single position class is responsible for providing direct support to the General Manager and Board of Directors on District-wide issues. Assignments from the General Manager are varied in scope and include data gathering, analysis, and writing projects as well as responsible and confidential administrative support tasks. Responsibilities require the frequent use of tact, discretion, and independent judgment as well as knowledge of departmental and District activities. The work also requires the interpretation and application of policies, procedures and regulations and frequent contact with the public. This class is distinguished from other office administrative classes in that the nature, scope, and diversity of responsibilities originating at this level requires a broader understanding of District functions and the capability of relieving the General Manager of day-to-day office administrative and coordinative duties.

EXAMPLES OF DUTIES (Illustrative Only)

- Oversees and ensures that the office administrative functions of the General Manager's Office are effectively carried out.
- Acts as the Clerk of the Board of Directors; prepares, receives and maintains all official District records.
- Maintains a calendar and coordinates the schedule of the General Manager with those of the members of the Board of Directors and other District managerial staff, representatives of other organizations and the public; makes travel arrangements as required.
- Provides a variety of support to the District Board and committees; prepares and distributes agenda packets; prepares resolutions and ordinances; attends meetings and prepares minutes; follows up on decisions as required.
- Coordinates routine office activities and schedules; develops and recommends office procedures and systems; ensures smooth office operations.
- Arranges meetings by obtaining relevant background information, scheduling rooms, notifying participants, arranging for refreshments as appropriate and preparing agendas; ensures information is compiled and duplicated; arranges District-sponsored activities for

employees.

- Plans, arranges, and organizes District-sponsored events and activities for employees and community outreach.
- Attends to a variety of office administrative details, such as keeping informed of District activities, transmitting information, and attending meetings.
- Receives and screens visitors and telephone calls; refers inquiries to appropriate sources; provides information to District staff, other organizations and the public, requiring the use of judgment and the interpretation of policies, rules, procedures and ordinances.
- Performs project research; may prepare technical reports and perform other technical work related to District activities.
- Prepares detailed and often confidential correspondence, reports, forms, invitations, graphic materials and specialized documents from drafts, notes, brief instructions, corrected copy, or dictated tapes; proofreads materials for accuracy, completeness, compliance with District policies, format and English usage, including grammar, punctuation and spelling.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones.
- Organizes and maintains various administrative, confidential, reference and follow-up files; purges files as required.
- Coordinates special projects that vary depending on the needs of the District.

QUALIFICATIONS

Knowledge of:

- Basic organization and function of public agencies, including the role of an elected District Board.
- Codes, regulations, policies, technical processes and procedures related to District activities.
- Standard office administrative and secretarial practices and procedures, including the use of standard office equipment.
- English usage, grammar and punctuation.
- Business letter writing and the standard format for reports and correspondence.
- Computer applications related to the work, including word processing, database and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Providing varied, confidential and responsible secretarial and office administrative work

requiring the use of independent judgment, tact and discretion.

- Responding to and effectively prioritizing multiple phone calls, visitors and other requests or interruptions.
- Interpreting and implementing policies, procedures, technical processes and computer applications.
- Maintaining detailed and accurate records.
- Gathering and analyzing data and preparing reports and recommendations based thereon.
- Composing correspondence and reports independently or from brief instructions.
- Making accurate arithmetic and statistical calculations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Organizing own work, coordinating projects, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.
- Making process improvement changes to streamline procedures.
- Word processing at a net speed of 50 words per minute from printed copy.
- Taking notes rapidly and accurately transcribing own notes.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education:

Equivalent to graduation from high school with supplemental business school or applicable college-level coursework. Possession of Associates of Arts degree from a business or community college in an appropriate curriculum is desirable and may be substituted for the experience on a year-for-year basis to a maximum of two years

Experience:

Four years of responsible office administrative, secretarial and/or general clerical experience. Experience in dealing with the public and working in a public agency setting is highly desirable.

License:

Must possess or obtain, within a time specified by the District, a Notary Public Certificate.

Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Occasional attendance at off-hours meetings is required.

FLSA Status: Non-exempt eligible for overtime
Bargaining Unit: Teamsters Local 856