

## ***Humboldt Bay Municipal Water District***

### **EXECUTIVE ASSISTANT AND BOARD SECRETARY – A3**

#### **GENERAL PURPOSE**

Under general supervision, provides varied, complex, and at times confidential, administrative and secretarial support to the General Manager and the Board of Directors.

#### **ESSENTIAL FUNCTIONS AND DUTIES**

##### **Board Secretary:**

1. Organizes, produces, and distributes the Board of Directors meeting agenda and package.
2. Attends Board of Directors and Board-level committee meetings. Takes notes at Board meetings, and certain committee meetings, and produces clear, concise minutes for consideration and approval by the Board of Directors.
3. Provides administrative support to the Board of Directors as necessary.
4. Makes travel arrangements for Directors and General Manager for authorized District business trips.

##### **Executive Assistant:**

5. Provides professional-level administrative and secretarial support to the General Manager and his/her direct reports including:
  - i. Handling confidential information
  - ii. Responding to questions and comments from the public in a courteous and timely manner
  - iii. Providing information to public inquiries on routine questions, and directing more complex questions/requests to appropriate staff
  - iv. Scheduling meetings and maintaining an appointment calendar for the General Manager and direct reports
  - v. Researching, gathering, and organizing information from District records or other sources
  - vi. Preparing and composing District correspondence and routine reports
  - vii. Proof-reading District correspondence and reports to ensure accuracy, proper use of the English language, and consistency with District policies and standards
  - viii. Performing routine analyses (generally using Excel)
  - ix. Coordinating and overseeing certain programs and implementation of District policies
  - x. Communicating effectively with the General Manager and his/her direct reports
  - xi. Performing other administrative duties as assigned.
6. Operates a variety of office equipment including, computer, copier, fax machine, document scanner; and document/information management systems

7. Utilizes computer software such as word processing, database and spreadsheet applications to input and retrieve data, produce letters, reports, graphs and spreadsheets

**Records Management:**

8. Maintains a variety of files, indexes, and document retrieval systems for District ordinances, resolutions, agreements, and District correspondence and project files;

**REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

- i. Strong written communication skills including the use of proper English, spelling, grammar and punctuation, and an ability to compose correspondence and reports
- ii. Strong verbal communication skills
- iii. Ability to deal tactfully and courteously with the public, District staff, and the Board of Directors
- iv. Strong organizational skills
- v. Basic arithmetic and analytical skills
- vi. Office management operations and procedures
- vii. Office filing and record keeping systems
- viii. Standard office machines and equipment. Strong working knowledge of computers, intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook). Experience with ESRI's GIS software beneficial.
- ix. General knowledge of legal requirements which govern retention of public records

**REQUIRED TRAINING AND EXPERIENCE:**

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

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position beneficial
- iii. Five-to-ten years of increasingly responsible experience in office administration or other office experience sufficient to demonstrate the ability to perform the required duties and work in an independent manner.

**SPECIAL REQUIREMENTS**

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be able to qualify for fiduciary bonding.
- iii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

## **ESSENTIAL PHYSICAL ABILITIES**

Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is **not** considered “safety sensitive” in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant’s ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Take and transcribe notes and minutes at an acceptable rate and accuracy;
- ii. Type at 55 words per minute;
- iii. Operate a variety of office equipment (computer, copy machine, fax, etc.) ;
- iv. Understand and carry out oral and written directions;
- v. Think critically to complete complex administrative tasks;
- vi. Communicate well with others, verbally and in writing;
- vii. Work cooperatively and get along well with the Board, District staff and the public;
- viii. Sit for extended periods of time;
- ix. Perform minor physical activities which involve bending, lifting and reaching;
- x. Operate a motor vehicle.