

ENCINA WASTEWATER AUTHORITY

DATE: August 2017
POSITION TITLE: Administrative Assistant IV/Secretary of the Board
DEPARTMENT: Office of the General Manager
SECTION: Office of the General Manager
REPORTS TO: General Manager
FLSA STATUS: Exempt

POSITION SUMMARY: Provides professional and confidential executive assistance to the General Manager, Assistant General Manager and General Counsel. Serves as the primary liaison between the EWA Board of Directors and General Manager. Routinely demonstrates expert knowledge of inter-governmental relationships, legislative protocols, and the confidential communication of confidential information. Provides public relations oriented duties which involve direct independent contact with the public, elected and appointed officials, staff, and commercial partners, supervises Administrative Assistant level for secretarial and administrative assistant's functions, provides related duties as required.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Schedule, notice and attend Board of Directors, Policy and Finance Committee, Capital Improvement Committee meetings and Ad Hoc meetings for Joint Powers Agency, taking and transcribing the minutes of same
- Maintains all official records of the Board of Directors and EWA such as minutes, resolutions, ordinances and legal notices.
- Research and prepare necessary materials for Board meetings and public hearings.
- Prepare and coordinate distribution of Agendas, minutes and special reports for all Board and Committee meetings.
- Scheduling of special Board, Committee, and Ad Hoc committee meetings.
- Prepares and coordinates the posting and distribution of all legal notices as required under the Ralph M. Brown Act.
- Track all Board action items, including resolutions, supplements, amendments to agreements, and respond to member agencies requests regarding the same.
- Provides administrative orientation and Oath of Office for new Board members.
- Administer Joint Powers Agency conflict of interest code compliance program.

- Make travel arrangements for the General Manager, Board of Directors and staff as required.
- Arrange and coordinate the schedule of the General Manager and keep him/her advised as to meetings, trips and other demands of time.
- Screen incoming calls to the General Manager, handling any calls when appropriate.
- Type material of a confidential and non-confidential nature, i.e., letters, reports, legal forms and action, briefs, contracts, personnel matters, specifications, resolutions, bulletins, memoranda, minutes of meetings and record material.
- Compose correspondence, resolutions and memoranda as directed.
- Maintain General Manager's correspondence file.
- Answer telephones as directed or needed.
- Maintain the filing of important records for General Manager.
- Coordinates meetings between other agencies, businesses and consultants.
- Perform all related duties as assigned and/or directed.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Five (5) years of responsible administrative/secretarial experience.
- Graduation from high school or its equivalent.
- Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage.
- Maintains a Notary Public Certificate.

OTHER SPECIAL REQUIREMENTS:

- Knowledge of modern office methods and practices, including filing systems, receptionist techniques, business correspondence, and office equipment operation.
- Must have excellent spelling, grammar and punctuation.
- Prepare and maintain accurate and complete records and reports; learn and interpret the laws, rules and policies governing the operation of the Joint Powers Agency.
- Must be able to use MUNIS, Microsoft Office and Laserfiche computer programs.
- The ability to organize, assemble and disseminate complex data in usable forms; the ability to establish and maintain effective communication with plant and administrative staff; the ability to prepare concise written and verbal reports.

- Knowledge and application of budget, human resource and payroll information systems.
- Ability to establish and maintain cooperative working relationships, fostering the team approach.
- Ability to mentor employees serving in any administrative capacity.
- Must have the ability to prioritize and maintain confidentiality.
- Must have ability to make judgment decisions and work independently.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiates, measure, copy, record and transcribes information. Ability to classify, computes, tabulate and categorize data.
- Ability to persuade, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as safety regulations, training materials, legislation/regulations, purchase orders, budgets, investment guidelines, financial statements, planning documents, meeting agendas and minutes, state statutes, procedures and non-routine correspondence.
- Ability to communicate effectively orally and in writing with all EWA stakeholders.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing assigned work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to operate a variety of office equipment such as computer terminal, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill.
- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting of heavy objects in excess of 25 pounds, carrying, pushing or pulling.
- Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Tasks are regularly performed without exposure to adverse environmental conditions.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation.