



**Title: Executive Assistant**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** The purpose of this position is to support the General Manager’s administrative duties and to coordinate the department’s daily workflow, including communicating with various departments, external organizations, Board Members, media and the general public. This is accomplished by providing complex administrative and clerical support in calendaring and scheduling; tracking, recording, coordinating and gathering information; typing, filing, drafting, proofreading, editing and distributing various documents, forms, correspondence and meeting agenda materials; preparing reports; making travel arrangements; providing reception and information services and payroll. This position also supervises clerical support within the GM’s direct reports.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Coordinates the General Manager’s calendar and schedule, including: prepare correspondence, answer telephones, and conduct research on issues that arise; provide information to GM for response. Track incoming, outgoing and pending documentation, preparing meeting agendas, binders and materials, organize and scheduling appointments. Provide information to various committees or partnerships members. Compile information from various departments to update the Board of Directors including development of the weekly Executive Summary; maintain, accurate Board meeting records. Scheduling conference rooms, brief GM on various agenda items for upcoming meetings, monitoring and revising the calendars for executive, management, and departmental staff. Maintain schedule of GM’s delegated authority for meetings; arrange representation in lieu of executive as requested on various inter- and intra-department committees, preparation for meetings, including event set-up, ordering food, reviewing meeting agendas and processing minutes. Attend various and interfacing with management and staff.	30%
2	S	Tracks and reports the budget by typing various correspondence, completing expenditure requests, analyzing billings, reporting budget status to the General Manager and Board, compiling and	20%



		updating revisions to calendars, maintaining status reports on department projects and programs, preparing special budget reports, and assisting in budget preparation and reporting.	
3	S	Coordinate, prioritize, and assign work projects to staff. Monitor and review work assignments. Monitor workflow of department to ensure proper workload of all staff. Prepare performance evaluations for subordinates. Provides guidance on District policies and procedures. Provide updates and revisions to clerical procedures. Organize and expedite work flow through department, assigning tasks to administrative staff as appropriate. Coordinate with staff within and outside of the department on work deadlines and requirements to ensure meeting of deadlines. Perform supervisory functions, including assisting in hiring, performance evaluations, and recommendations for training. Other duties as assigned.	20%
4	L	Coordinates document and/or correspondence preparation and maintenance by coding documents, gathering documentation, preparing letters, memos, and report materials, reviewing incoming documents, letters, and forms for accuracy and completeness, preparing registration materials for conferences, making travel arrangements, prioritizing tasks, preparing and coordinating documents and correspondence, transcribing materials, and preparing presentations, graphs, and charts.	15%
5	S	Provides reception and information services by assisting in handling phone inquiries, greeting individuals attending meetings, answering questions and providing information to staff and the public, and answering routine questions.	10%
6	S	Completes payroll and monitors supply and shipping duties by entering timesheet data, resolving errors, preparing and reviewing reports, assembling timesheets and editing reports for signature, reviewing, validating, and processing payments, and entering information for payment.	5%

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two (2) year associate's degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school in Business Administration or a related field. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a</p>



	half (1.5) years of experience for each (1) year of education.
Experience	A minimum of three (3) years of higher level office support and administrative secretarial experience, including one (1) year of experience providing support directly to executive level management.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has administrative budget responsibility which will include analysis of activity, research associated with line item reconciliation, as well as the responsibility for insuring that all expenses are supportable and allowable. Overall budget accountability is maintained at the Department/Division level, or as appropriate.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Typing Certificate verifying minimum typing speed of 60 net words per minute.



<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Advanced word processing techniques and methods.</li> <li>• Record keeping and filing methods.</li> <li>• Intermediate statistical analysis.</li> <li>• Research methods, data analysis, report preparation principles</li> <li>• Methods and techniques of filing, tracking, recording, and presenting statistical data.</li> <li>• Intermediate to Advanced application of computers and peripheral equipment.</li> <li>• English grammar, punctuation, spelling, and usage.</li> <li>• Standard office machine usage.</li> <li>• General methods of tactful public communication.</li> <li>• Methods and techniques of conducting analytic studies of administrative and management practices.</li> <li>• Supervisory and management methods</li> <li>• Leadership practices, conflict resolution, and mentoring principles</li> </ul>

<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Advanced word processing, spreadsheet, presentation and database software.</li> <li>• Specialized software related to functional area.</li> </ul>

<b>ABILITIES</b>
<ul style="list-style-type: none"> <li>• Word processing of at least 60+ wpm.</li> <li>• Effectively supervise department staff.</li> <li>• Prioritize and deal with conflicting workload requirements.</li> <li>• Handle confidential information</li> <li>• Handle multiple priorities</li> <li>• Handle all internal, external, members of the public and agency contacts with courtesy, diplomacy, and tact</li> <li>• Read, analyze, and interpret District and departmental operating policies, procedures, general business publications and professional journals, technical publications, government regulations, systems and methods.</li> <li>• Prepare and reports, business correspondence, review letters, memos, general correspondences and procedure manuals</li> <li>• Effectively present information and respond to questions from groups, managers, customers, and the general public.</li> <li>• Extract statistics and written information from reports and transfer to other documents.</li> <li>• Establish effective working relationships.</li> <li>• Deal with difficult people and situations.</li> <li>• Communicate effectively, both orally, and in writing.</li> </ul>



- Perform basic mathematical calculations, including ratios and percentages.
- Apply customer service skills, representing the District in a positive way while working with the public.
- Accurate note and minute taking for written summary of meeting.
- Organize information clearly and precisely.
- Coordinate and work with other departments.
- Coordinate the timing of projects with.
- Work under time constraints due to cyclical nature of duties and responsibilities.
- Think critically and solve problems.
- Work independently
- Use multi-line phone system and telephone etiquette



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	<b>X</b>	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work duties; communicating with co-workers
Sitting	F	Desk work; meetings
Walking	O	To other departments/offices
Lifting	O	Supplies; equipment; files
Carrying	O	Supplies; equipment; files
Pushing/Pulling	O	File drawers; equipment
Reaching	O	For supplies; for files
Handling	O	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	F	Filing in lower drawers; retrieving items from lower shelves/ground; making repairs
Twisting	F	From computer to telephone;
Climbing	O	Stairs; step stools
Balancing	R	On step stools
Vision	C	Reading; computer screen; observing work site
Hearing	F	Communicating via telephone/radio; to co-workers/public
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	N	
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, fax machine, copier, calculator, computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	R
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.