

**Sacramento Suburban Water District
Classification Specification**

Job Class: Executive Assistant to the General Manager

FLSA Status: Exempt

Effective Date: December 31, 2019

Definition

Performs a variety of high level, confidential, and complex administrative support and analytical duties involving independent judgment for the General Manager and Board of Directors.

Distinguishing Characteristics

This is an advanced journey level professional classification. Positions at this level are distinguished by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time performing the duties, and by the nature of public contact made.

Examples of Essential Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and may be required to perform additional or different duties from those below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Plans, prioritizes, organizes, and coordinates daily activities associated with supporting the General Manager's Office and Board of Directors.
- Prepares department budget; assists in budget implementation; participates in the forecast of additional funds needed for materials and supplies; administers approved budget.
- Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Performs a variety of high level, confidential, and complex administrative support and analytical duties for the General Manager and Board of Directors.
- Attends Board meetings, develops and maintains minutes, and distributes resolutions and Board policies and procedures as necessary.
- Prepares, reviews, and edits draft Board agendas and staff reports.
- Acts as Board liaison and provides administrative and analytical support to the Board as directed.
- Makes appointments and maintains appointment calendars for the General Manager and Board Members.
- Maintains official District documents, records, and seal.
- Tracks Board direction to staff on critical and/or sensitive projects to assure compliance.
- Oversees Board policy review; provides analytical support in preparing draft policies and procedures for District administrative functions.

- Manages the community outreach efforts of the District, including consultants in the planning and preparation for all outreach materials, such as monthly bill inserts, bi-annual newsletters, and other direct mail pieces.
- Maintains and updates assigned areas of District website in a Content Management System (CMS) environment.
- Coordinates and oversees various projects with assigned temporary and office staff, consultants, vendors, and contractors.
- Maintains regular attendance and adheres to prescribed schedule.
- Builds and maintains positive working relationships with coworkers, other District employees and the public using principles of good customer service.

Minimum Qualifications

Knowledge Of:

- District operations, procedures, policies, precedents, rules, and regulations.
- Office and time management principles, operations, and procedures.
- The California “Brown Act” and procedures for public meetings.
- Agenda preparation and distribution requirements.
- Customer service practices.
- Fiscal recordkeeping.
- Modern office methods, procedures, and equipment including common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access, and PowerPoint).
- Electronic document management systems.
- Correct English usage, spelling, grammar, punctuation, and proof-reading skills.
- Business letter writing and report preparation techniques.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.
- Principles and practices of work safety.

Ability To:

- Perform a variety of complex and responsible administrative and analytical support work requiring exceptional organizational skills.
- Perform high level, professional writing and proofreading.
- Prepare accurate agendas, minutes, and records for the Board of Directors.
- Provide supervision and work coordination for other District support staff.
- Maintain confidentiality.
- Perform multiple tasks concurrently and meet deadlines.
- Deal successfully with changing workload and task assignments.
- Exercise discretion and independent judgment in the performance of highly complex and responsible administrative and analytical support work.
- Collect, organize, interpret, and evaluate a variety of information and data.
- Operate a computer for word processing, database, and department specific software.
- Effectively represent the District at functions with the public and other governmental agencies.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Communicate effectively both orally and in writing.

- Establish and maintain cooperative working relationships with the Board of Directors, General Manager, Assistant General Manager, staff, outside agencies, vendors, consultants/contractors, and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Experience and Education:

Experience:

Two (2) years of administrative support work as an assistant to a senior level executive for a public agency.

Education:

Equivalent to an Associate's degree from an accredited college or university with course work in public or business administration, communications, or a closely related field. Two (2) years of additional qualifying experience may be substituted for one (1) year of the required education with a high school diploma or equivalent.

License and/or Certificates:

- Valid Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of 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. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Working Conditions and Physical Demands

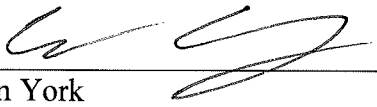
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels occasionally by airplane and automobile in conducting District business.
- Communicates frequently with the Board of Directors, General Manager, Assistant General Manager, staff, representatives from other agencies and the public in one-to-one and group settings.
- Regularly uses telephone and email for communications.
- Regularly uses computer, keyboard, and mouse.
- Uses office equipment such as copier/fax machines.
- Sits or stands for extended time periods.
- Hearing and vision within normal ranges with or without correction.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

APPROVED:

Dated: 12/31/19

By: 
Dan York
General Manager

Employee Statement:

I certify I have read, understand, and acknowledge receiving a copy of this class specification.

Employee Signature

Date