

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2017

POSITION TITLE: **ADMINISTRATIVE ASSISTANT – BOARD ADMINISTRATION**

GRADE LEVEL: O/M

SUPERVISOR TITLE: District Secretary

FLSA Status: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION

Under general supervision, to perform a variety of administrative, secretarial and clerical duties in order to provide support to one or more departments or divisions.

CLASS CHARACTERISTICS


Administrative Assistant I

Positions assigned to this level perform routine clerical duties under supervision. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience in the applicable field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

Administrative Assistant II

This is the journey level classification in the administrative class series. Positions assigned to this level independently perform technical and specialized administrative duties. Because employees in classifications at this level are expected to be fully trained and competent, such position typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

-  Draft agendas; take, transcribe and maintain accurate official records of meetings; review draft Board and Committee minutes; may assist in taking minutes for Board/Committee meetings in the District Secretary's absence.

- ✎ Assist in researching, drafting, preparing, finalizing and logging routine resolutions and ordinances of the Board; log, distribute as appropriate and file same.
- ✎ Compile materials for Board/Committee packages, ensuring proper order and content; type, copy, review and distribute materials
- ✎ Compose correspondence using acceptable District format and proper grammar.
- ✎ Perform various administrative tasks, including preparation of correspondence, resolutions, legal notices and certifications; processing and distributing mail.
- ✎ Schedule protest hearings, and assemble complete files in sequential/content order.
- ✎ Assist with general District election processing, including preparation and filing of General Election materials.
- ✎ Provide secretarial assistance, including shorthand/speed writing, typing and word processing.
- ✎ Assist with scheduling and setting up meetings of the Board/Committees.
- ✎ Prepare documents for execution and filing.
- ✎ Answer general questions from the public and media concerning Board-related matters.
- ✎ Make arrangements for conferences and travel for Board members and District staff; process monthly expense reports.
- ✎ Follow up/follow through on Board committee actions.
- ✎ Process and distribute Board and department calendars.
- ✎ Prepare, distribute and maintain miscellaneous logs, records and reports.
- ✎ Schedule use of Community Room.
- ✎ Research actions and policies by the Board of Directors.
- ✎ Post and file notices, agendas, etc. in accordance with Ralph M. Brown Act.
- ✎ Maintain department supply inventory and order supplies as needed.
- ✎ Provide back up for administrative staff in the Administrative Services and Finance departments.
- ✎ Perform related duties or special projects as assigned.





QUALIFICATIONS

Knowledge of:

- ✎ California Water District Law/Ralph M. Brown Act.
- ✎ Special District Administration Practices.
- ✎ Standard Proper English dictation, spelling, grammar and punctuation.
- ✎ Word processing, graphics and spreadsheet software applications.
- ✎ Standard office procedures.
- ✎ Proper work safety standards.

Ability to:

- ✎ Organize, coordinate and complete departmental assignments with minimal supervision.
- ✎ Use advanced software programs.
- ✎ Type 60 WPM.
- ✎ Operate Personal Computer (Windows preferred).

-  Operate standard office equipment.
-  Comply with the District's Safety, Health and Environmental policies.
-  Communicate effectively with others, orally and in writing.
-  Use discretion in handling confidential matters.

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is

Experience: 3 or more years of experience in the capacity of an Office Assistant or equivalent job classification.













Training: Equivalent to the completion of the twelfth grade, supplemented by specialized secretarial training and some college level course work in business or public administration.

License and Certificates:

-  California Class C Driver's License, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities:

-  Communicate verbally with District management, co-workers and the public in face-to-face, one-on-one and group settings.
-  Regularly use a telephone for communication.
-  Use office equipment such as a Personal Computer, copier and FAX machine.
-  Sit for extended time periods.
-  Hearing and vision within normal ranges.
-  Extended standing and walking.
-  Carry, push, reach and lift up to 20 lbs. routinely.
-  Reach at above shoulder heights (5%); at shoulder height (5%); below shoulder height (90%).
-  Travel frequently by automobile in conducting District business.
-  Occasionally stoop, kneel or crouch.
-  Sufficient manual dexterity to operate equipment.
-  Traffic hazards.

_____ Employee Signature	_____ Date
_____ Supervisor/Manager Signature	_____ Date