

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2020

POSITION TITLE: **SENIOR ADMINISTRATIVE ASSISTANT - ENGINEERING**

GRADE LEVEL: E27

SUPERVISOR TITLE: Assistant General Manager-Engineering and Operations

FLSA Status: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA




DEFINITION

Under general direction, to supervise and coordinate the activities of the administrative services section of the Engineering Department, participating in highly complex and specialized duties associated with the varied sections within the Engineering Department, and other duties and activities required of the Operations and Maintenance departments

CLASS CHARACTERISTICS

This is a first line supervisory classification with responsibility for organizing and assigning duties, evaluating results, budget administration, conducting performance appraisals, and recommending personnel actions such as hiring, promotion, discipline, and termination. Duties may include performing the most difficult and complex tasks assigned to the work unit. Positions at this level typically report to an assigned division head; currently, the Assistant General Manager. 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):

-  Supervise and coordinate the administrative services section of the Engineering Department; evaluate and establish work methods and procedures; assign duties and achieve goals and objectives; evaluate results; recommend necessary resources
-  Conduct formal performance appraisals; participate in a variety of personnel actions including hiring, counseling, training, promotion, discipline, and termination
-  Recommend, implement, and ensure compliance with operational policies and procedures

- ✎ Develop and monitor the assigned budget; recommend expenditures for equipment and materials
- ✎ Provide complex staff assistance and participate with higher level management staff; investigate and prepare recommendations related to operational and administrative issues
- ✎ Provide overall administrative support to associated department directors, multiple managers, and multiple professional staff for both the Engineering Department and Operations and Maintenance Departments
- ✎ Continual revision, maintenance, and implementation of multiple District-wide standard specifications and California Environmental Quality Act (CEQA) documentation
- ✎ Composition (shadow-writing), preparation, and review of departmental correspondence such as letters, memos, tables, reports, request for proposals, request for qualifications, professional services agreements, and contract documents; review work products from other staff; oversee and create/update department forms
- ✎ Assist with travel arrangements and process corresponding expense reports
- ✎ Schedule meetings and department vehicle use; distribute various department documents
- ✎ Interface with Board members, engineering consultants, citizens/customers, and legal counsel
- ✎ Update regularly and publish Administrative Code, Part III, Engineering, Operations, and Maintenance of the District
- ✎ Coordinate the preparation of the monthly Engineering and Operations Committee meeting package that includes gathering of information; preparation of agenda; research and composition of staff write-ups in final form and order; assembly of complete electronic package, and delivery to Board Administration
- ✎ Attend monthly Engineering and Operations Committee meeting and take meeting minutes
- ✎ Prepare monthly Engineering and Operations Committee meeting minutes in final form for review and distribution by Board Administration
- ✎ Participate in weekly engineering management meeting conducted by the Chief Engineer
- ✎ Update and publish the Standard Operating Procedures Manual for the administrative services section of the Engineering Department
- ✎ Prepare agenda and listing of District projects for monthly staff coordination meeting conducted by the General Manager
- ✎ Provide notary services, as required
- ✎ Supervise the maintenance of engineering files and the organization of the department library
- ✎ Supervise special department projects, as assigned

- ✎ Perform related duties, as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Principles of employee supervision including training, development, and performance evaluation
- ✎ General principles of public administration and management related to the implementation and evaluation of programs, operations, and services
- ✎ Applicable laws, policies, codes, and regulations
- ✎ California Water District Law
- ✎ Special District Administration
- ✎ Basic principles of employee supervision including training and performance evaluations
- ✎ District policy and procedures
- ✎ Proper English, grammar, and punctuation usage
- ✎ Office procedures
- ✎ District and department filing systems and techniques
- ✎ Basic engineering principles
- ✎ Effective use of Microsoft Word, Excel and Outlook

Ability to:

- ✎ Lead the supervisory function for all administrative staff/duties within the Engineering Department
- ✎ Select, supervise, train, and evaluate assigned staff
- ✎ Type minimum 65 WPM
- ✎ Write/compose correspondence in a clear and concise manner
- ✎ Participate in a full range of administrative activities within the Engineering, Department
- ✎ Evaluate operational and administrative problems and formulate effective strategies and solutions
- ✎ Assist with preparation and administration of department budget
- ✎ Interpret and apply laws, codes, regulations, policies, and procedures
- ✎ Comply with and enforce the District's safety, health, and environmental policies
- ✎ Gain cooperation through discussion and persuasion
- ✎ Operate personal computer, including word processing and graphics



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: Two (2) or more years of increasingly responsible experience as an Administrative Assistant, with a minimum two (2) years supervisory experience/capacity or equivalent (i.e., supervisory training, and/or supervising a project or team), preferably with a public agency









Training: Equivalent to the completion of the 12th grade, with specialized training in the secretarial field and college level course work in business or public administration

Licenses and Certificates:



-  California Class C Driver's License, required
-  Notary Public Commission, desirable

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

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

-  Frequently use office equipment such as a computer, copier and FAX machine
-  Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs.
-  Extended standing, walking, sitting, reaching, stooping, and bending
-  Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
-  Regularly uses a telephone or radio for communication
-  Ability to speak and hear both in person, by telephone, and radio
-  Vision within normal ranges with or without correction
-  Regular attendance

The essential functions of this position will require the employee to be exposed to the following working conditions:

-  Work in a temperature controlled office environment with moderate noise.
-  Occasional travel by automobile conducting District business

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