

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2022

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

GRADE LEVEL: E27

SUPERVISOR TITLE: District Secretary

FLSA Status: [] Exempt [X] Non-Exempt

BARGAINING UNIT: [X] RCWDEA [] RCWD MPCEA



DEFINITION

Under general supervision, to perform highly complex and specialized administrative duties; to provide administrative support to the District Secretary, Board Administration, and Public Information Division

CLASS CHARACTERISTICS

This is the advanced journey level classification in the Administrative Assistant class series. Positions assigned to this level perform technical and specialized administrative duties at a level beyond that found at the journey level. They exercise independent judgement in the interpretation of procedures and regulations, research and develop specialized reports, coordinate activities, and lead special administrative-related projects, as needed. 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):

-  Provide overall administrative/secretarial support to the District Secretary, Public Affairs Manager and Education department, and associated department staff including composition, preparation, generating and revising form letters, and review/proofing of departmental correspondence, memos, and reports; and interfacing with Board members, legal counsel, and legislative consultants
-  Coordinate, arrange, and confirm meetings; arrange for meeting setup and refreshments; attend meetings, take notes and transcribe minutes; and screen requests for appointments

- ✎ Collect supporting documents and prepare departmental purchase requisitions
- ✎ Coordinate the preparation of the monthly Board of Directors and Planning and Administration Committee meeting packets via MinuteTraq software which includes gathering of information, determining agenda items, preparation of agenda; assembly of complete packet and notification to Board members; transcribe minutes in final form for review and distribution
- ✎ 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
- ✎ May assist the District Secretary in preparation of annual budget request documents; track expenditures against budget; process purchase orders and pay requests
- ✎ Perform various administrative tasks, including preparation of resolutions, legal notices, and certifications; and processing and distributing mail
- ✎ Prepare Board meeting summary for Public Affairs Manager's review, edit, and distribution
- ✎ Respond to and direct calls for Board Administration, as needed; answer general questions from the public and media concerning Board-related matters when necessary
- ✎ Coordinate, prepare, and process application for District Transparency Certificate of Excellence, as well as maintain compliance with the District's transparency page
- ✎ Maintain the department's web page on The Pipeline
- ✎ Maintain internal digital signage information monitors
- ✎ Create and design District publications at the Public Affairs Manager direction
- ✎ Provide communication support for construction projects to include supporting the Public Affairs department in answering calls and coordinating outreach materials
- ✎ Assist in organizing workshops, meetings, and education programs and maintain stakeholder database for these events
- ✎ Attend and participate in professional group meetings and maintains awareness of issues facing the District
- ✎ Assist the Public Affairs Department in development and distribution of the quarterly newsletter, which includes the rate prop 218 notice and the consumer confidence report
- ✎ Assist the Public Affairs Manager and Public Information Specialist with content development and monitoring of the District's social media pages
- ✎ Assist in researching, drafting, preparing, finalizing and logging routine resolutions and ordinances of the Board; log, distribute as appropriate and file same
- ✎ Compose correspondence using acceptable District format and proper grammar
- ✎ 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

- ✎ Assist with scheduling and setting up meetings of the Board/Committees
- ✎ Prepare travel arrangements and training requests for Board members, General Manager, and Public Affairs Manager; make and confirm travel and other arrangements for conferences and business trips; type itineraries, compile expense reports, and prepare post-travel memoranda; request reimbursement for petty cash expenditures
- ✎ Follow up/follow through on Board committee actions
- ✎ Process and distribute Board event calendar
- ✎ Prepare, distribute, and maintain miscellaneous logs, records, and reports
- ✎ 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
- ✎ Act as a backup for Rancho California Water District Website Administrator, as needed
- ✎ Coordinate special department projects as assigned
- ✎ Perform related duties 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
- ✎ Highly proficient with graphic manipulation and page-layout software applications
- ✎ Social media programs
- ✎ Public relations and public information principles and practices
- ✎ 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
-  Coordinate work assignments from different areas
-  Lead and participate in a full range of board administration support services
-  Participate in a full range of education, and public affairs support services
-  Maintain good public relations with individuals and groups seeking information about District activities and functions
-  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: Two (2) to three (3) 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 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:

-  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 may expose the employee 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