



**EXECUTIVE SECRETARY /  
ASSISTANT SECRETARY TO THE BOARD**

**Range: 53 (Exempt)  
Salary:**

**Administrative Department**

**JOB DEFINITION:** Under general direction, to serve as Secretary to the General and Assistant General Managers; to serve as Assistant Secretary to the Board of Directors; to serve as Supervisor of the Administrative Department; to serve as back-up to other supervisory and administrative clerical personnel in their absence; to perform a wide variety of responsible and complex clerical duties; and to do related work as required.

**SUPERVISOR:** Finance Director

**DISTINGUISHED FROM LOWER RANGE POSITION(S):**

This position is a supervisory position and requires the person to have a general working knowledge of all aspects of the Administrative Assistant I, II, III and Senior Administrative Assistant positions. This position also requires advanced computer and writing skills, and requires an in-depth knowledge of the Agency and its manner of billing, customer service processes, and in-house operations and policies. Additionally, this position is an exempt position and requires unpaid overtime.

**EXAMPLE OF DUTIES:**

Takes and transcribes dictation for letters, minutes, reports and memoranda; independently composes a variety of correspondence, reports and memorandums; arranges for and attends meetings to take attendance, take minutes, or tape records the proceedings; opens, screens and forwards mail to the General Manager and Board with advisements as to the timeliness of response or action; maintains the calendar for the Board; implements and oversees Agency filing of management/board documents and maintains both the security and access of legal and confidential original documents; maintains records of sick leave, vacation, and holidays for the administrative department; performs a variety of secretarial duties for Management and the Board of Directors; makes arrangements and posts legal notice of Board and subcommittee meetings; prepares Board meeting agendas and materials, distributes appropriate board meeting materials to Board members; maintains a file of original Board minutes; prepares quarterly reports of Board member meeting attendance; custody of Board credit cards; acts as District Secretary for the purpose of serving as a liaison with the County of Riverside for the administration of election documents and local oversight of Agency Board elections; works with Agency legal counsel and engineering consultants in production of various annual documents and reports required by State and Federal governing agencies; attends all Board meetings to record information, take minutes and greet guests; makes reservations and travel arrangements for management and Board members; prepares departmental budget; performs a variety of tasks with regard to employee/Agency special events; oversight of maintenance/purchase of office equipment and secretarial supplies; handles/processes all liability claims; performs public relations with regard to direct contact with customers and other Agency contacts in a professional manner, and performs other duties as assigned by management.

## QUALIFICATIONS:

**Schooling:** Equivalent of a BA degree in Public Administration or experience commensurate with degree.

**Certification(s):** Must have or acquire California State Notary Commission

**Experience:** Five years of increasingly responsible secretarial or administrative experience, preferably including supervisory experience in a water district or other related type of public agency.

**Knowledge:** Modern office terminology, procedures, and equipment, including use of personal computer; knowledge of advanced computer programs, including data base programming for simple data base compilations; correct English usage, spelling and grammar and the ability to compose correspondence, memos and various other communications; common business practices and etiquette; Board of Director's procedures and proper methods of taking and recording minutes; advanced principles of office and business administration; Agency policy and procedures.

**Ability:** Work independently and make decisions in the absence of Management while recognizing scope of authority; act with initiative within established office procedures; take dictation and transcribe it accurately; collect information and organize into a readable and comprehensive report; transcribe materials from a recording device; independently compose correspondence, employing correct grammar, spelling, punctuation, and format; type accurately at a rate of 100 words or more per minute from clear and legible copy; understand and carry out oral and written instructions; locate with relative ease files/documents related to the other secretarial positions within the Agency; establish and maintain cooperative relationships with those contacted during the course of work; present a professional personal appearance and vocal image to the public in a tactful and courteous manner.

**License(s):** Possession of a valid driver's license issued by the California Department of Motor Vehicles for use in conjunction with the possible operation of Agency vehicles, with an acceptable driving record.

## PHYSICAL REQUIREMENTS:

**Climbing:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Going up and down ladders, stepping stools, stairs

**Bending:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Filing, picking up boxes, normal office range of motion

**Lifting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Picking up boxes, picking up paper reams

**Sedentary/sitting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Sitting at desk, driving or riding in vehicles

**Standing:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Standing on carpeted areas and on cement when in the Agency's vault area

**Repetitive motion:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Operation of equipment such as computer keyboard, telephone, typewriter, etc.

**WORK ENVIRONMENT:**

Generally, work is within the Agency Operations Center in an environment where the temperature is controlled. The Executive Secretary/Assistant Secretary to the Board works in an open office located off the Agency's secured lobby area, and sits in the management area of the Operations Center which allows visual/physical access to the lobby and hallway areas, and to guests/customers being given access to the building. Lighting is overhead, there is natural sunlight from windows lining back side of office area, and there is a paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the management work area, including, but not limited to: telephones, typewriters, computers, computer printers, calculators.

**I have reviewed this Job Description with my Supervisor and received a copy.**

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Employee Signature

Date

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Supervisor Signature

Date

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