



Marina Coast Water District

920 Second Ave. Suite A, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

EXECUTIVE ASSISTANT / CLERK TO THE BOARD

DEFINITION

Under general supervision, provides confidential administrative support and assistance to the General Manager and Administrative Department; supports the Board of Directors relative to their meeting processes and statutory responsibilities; performs other related work as required as directed by the General Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the General Manager or their designee. Exercises no supervision over other staff.

CLASS CHARACTERISTICS

This single position class is responsible for providing direct support to the General Manager and Board of Directors on District-wide issues. Assignments from the General Manager are varied in scope and complexity. Incumbents are expected to exercise a high degree of tact and discretion, and exercise independent judgment and confidentiality while performing a variety of duties with limited direction. This class is distinguished from other administrative classes in that the nature, scope, and diversity of responsibilities require a broader understanding of District functions and the capability of relieving the General Manager of day-to-day office administrative and coordinative duties.

EXAMPLES OF DUTIES (Illustrative Only)

- Oversees and ensures that the administrative functions of the General Manager's office are effectively carried out.
- Serves as the Clerk to the Board of Directors; prepares, receives and maintains all official District records.
- Maintains a calendar and coordinates the schedule of the General Manager with those of the members of the Board of Directors and other District managerial staff, representatives of other organizations and the public; makes travel arrangements as required.
- Provides a variety of support to the District Board and committees; prepares and distributes agenda packets; prepares resolutions and ordinances; attends meetings and prepares minutes; follows up on decisions as required.
- Arranges meetings by obtaining relevant background information, scheduling rooms, notifying participants, arranging for refreshments as appropriate and preparing agendas; ensures information is compiled and duplicated.
- Receives and screens visitors and telephone calls; refers inquiries to appropriate sources; provides information to District staff and others.
- Maintains District wide templates; letters, memos, contracts, and other official documents.

- Composes and prepares correspondence, reports, newsletters, and other official communications; prepares drafts of technical reports and administrative materials for executive review.
- Organizes and maintains various administrative, confidential, reference and follow-up files; purges files as required following appropriate guidelines.
- Manages the District Policy Manual and is the point person for the Districts document retention practices.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Basic functions, procedures, and operation of public agencies and governing boards and committees.
- Forms and procedures related to agendas, meetings, and actions of the Board of Directors.
- Codes, regulations, policies, technical processes and procedures related to District activities.
- Principles and practices of records management and retention.
- Administrative support practices and office management methods.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.
- Modern office procedures, methods, computer software and hardware.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.

Ability to:

- Manage complex, confidential tasks in coordination with the General Manager.
- Learn the services, organization, and functions of the District.
- Perform administrative support and public information duties with minimal supervision and direction.
- Exercise initiative and sound judgment in recognizing scope of authority.
- Accurately record and transcribe information and actions in official written minutes and other applicable documents.
- Take dictation and type at a speed consistent with timely completion of assignments and job duties.
- Screen and effectively route calls, mail, complaints, and requests for information.
- Coordinate travel and training, meeting arrangements, and schedules for the General Manager and others as required.

- Upon obtaining Certification, serve as Notary Public.
- Organize own work, set priorities and meet critical time deadlines.
- Maintain confidential data and information.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Understand, interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Use tact, initiative, prudence, and independent judgment within general police, procedural, and legal guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Operate a computer and standard business software programs and databased related to the area of assignment.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education:

Equivalent to the completion of the twelfth (12th) grade, supplemented by business school or related college-level coursework. Possession of an Associates of Arts degree from a business or community college in an appropriate curriculum may be substituted for the experience on a year-for-year basis to a maximum of two (2) years.

Experience:

Seven (7) years of progressively increasing administrative or office management, including knowledge of public agency policy requirements, open meeting laws, public records act production, etc.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License with a satisfactory driving record may be required.
- Possession and maintenance of a Notary Public Certificate within six (6) months of hire or appointment.

Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Occasional attendance at off-hours meetings is required. Ability to lift 25 pounds.

FLSA Status: Exempt not eligible for overtime
Bargaining Unit: Teamsters Local 856