



Job Classification

Title: Administrative/Communications Assistant
FLSA Status: Non-Exempt
Job Code: 102

POSITION OVERVIEW

This position performs a wide variety of responsible clerical work in support of District staff; provides word processing and data entry support; provides information and assistance to the public regarding District policies and procedures. Assists with multiple educational outreach programs and detailed responsibilities and assignments in the support of the administrative and operations departments.

OVERSIGHT

Supervision Received: From the Chief Administrator Officer

Supervision Given: None

ESSENTIAL FUNCTIONS

- Answers the main office line and maintains phone call records; serves the general public; provides information on District policies and procedures as required.
- Respond to online inquiries concerning conservation and rebate related subjects and direct them to the appropriate water agency and city.
- Performs a wide variety of general clerical work including typing, proofreading, and word processing on a variety of documents.
- Responsible for managing master calendar and board calendar as needed with district and outer agency events, and maintaining vehicle log.
- Operates mailing scale/printers/copiers for the production of correspondence, manuals, and public information materials.
- Proficiency with office equipment, janitorial, event venue, catering contracts, and other misc. contracts as assigned; responsible for deadlines and payment due dates as required.
- Responsible for recording, coordinating, setup, and acting as spokesperson for District on site educational tours; coordinates off site outer agency tours, and other misc. educational

programs.

- Collaborates with MWD Inspection Trip Manager & MWD Director when selecting and scheduling inspection trip tours hosted by the District, required to participate in 1-3 day tours, tracks guest registration, provides guest correspondence, and reportable expenses as required for government officials.
- Act as event planner and schedule the triannual Leadership Breakfast, confirm venue, menu, floorplan, and collaborate with guest speakers for audio/visual presentations and professional profiles.
- Attend MWD Member Agency Education Coordinators Meetings, MWD Water Use Efficiency Meetings, and PWAG-CET committee meetings; serve as liaison to our Member Agencies and Cities.
- Assist with developing new conservation and educational programs through PWAG-CET committees.
- Assists with posting activities, news, and events to the Member Agency Conservation Coordinators (MACC) website and maintain District website page content for each department; including news releases, banners, calendar events, and other pertinent information; maintains relevant information, documents, news, and links.
- Receives, sorts, records, and distributes incoming and outgoing correspondence and mail.
- Prepares labels, and weigh shipments for pickup and drop off and other materials as required.
- Responsible for maintaining kitchen, board, janitorial, promotional items, office, and emergency supplies inventory.
- Perform district purchases and reconciliation; monitor replenishment of funds for specific accounts.
- Maintains district files, directories, and server databases.
- Assists in planning/preparing for District meetings, employee wellness events, training, and special functions setup, breakdown, meal selection, and delivery.
- Responsible for registration, scheduling, and coordinating travel and lodging arrangements for conferences, meetings, seminars, workshops, and webinars attended by administrative

and operational staff.

- Assists with research and compilation of information for administrative and operational studies and analysis of findings.
- Provide direct support to the Executive Assistant and act as a backup as needed.
- Ability to review staff reports and gather information for board packets; assists in preparing agendas for board meetings; prepares notices for public meetings and hearings and ensures appropriate publication in accordance with related government codes and the Ralph M. Brown Act.
- Attends board and committee meetings; prepares and manage records of resolutions, ordinances, and motions passed or adopted by the Board; records, prepares, and maintains board and meeting minutes as permanent public records, and log public records requests
- Provides support in preparing monthly activity expense reports to be distributed to the Board of Directors.
- Ability to concurrently complete special projects involving research and preparation of information for reports; reviews letters, reports, records, and other items for accuracy, completeness, and compliance with standards.
- Generates and assembles reports, memorandums, manuals, and other materials for distribution.
- Perform related duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the background, knowledge, skill, or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of: Writing and proper English language rules; common business computer applications such as Microsoft Word, Excel, PowerPoint, Outlook, Calendar Creator, Adobe, Microsoft Teams, SharePoint, Canva, and the Internet as well as modern office equipment, procedures, and methods; principles and practices of municipal government management, administration, and organization, research and reporting methods, techniques and procedures, proper telephone etiquette and principles and procedures of record keeping.

Ability to: Interpret and apply administrative policies, procedures, laws and regulations; understand the organization and operation of the district and of outside agencies as necessary to assume assigned responsibilities; compile and maintain confidential records and prepare routine reports; operate a variety of office machines including a personal computer, phone, mailing scale, fax machine and photocopier; perform general clerical work including maintenance of appropriate records and compiling information for reports; communicate clearly and concisely, both orally and in writing; work effectively with a diversity of individuals, personalities, and organizations; demonstrate initiative, task-orientation and follow-through in the approach to and completion of assignments; comply with District policies and safety requirements.

EDUCATION AND EXPERIENCE

The Administrative Assistant will possess a combination of education and experience equivalent to:

- One (1) to two (2) years of general administrative experience
- Completion of the twelfth grade or better

PHYSICAL DEMANDS AND WORKING CONDITIONS

Requires the ability to receive, understand, and act upon verbal and written communication from others, and to communicate with others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 25 lbs. and heavier weights with the use of proper assistance.

Work is performed primarily in a standard office setting. Duties are typically performed at a desk; subject to frequent interruptions and contact in person and on the telephone with a variety of district staff, member agencies, elected officials, vendors, and members of the public.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends, and at various locations that will require operating a motor vehicle.

CERTIFICATES, LICENSES, AND REGISTRATIONS

Certificates

- None

Licenses

- Must have and maintain a current California driver's license.

Registrations

- None

This job description has been revised and approved by all levels of management.

Approved by:	Matthew Litchfield
Date last modified:	3/2/23
Date approved:	3/21/23

I have received, reviewed, and fully understand the job description for the Administrative/Communications Assistant. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ Date: _____

Employee Signature: _____

Supervisors Signature: _____ Date: _____

Job classifications are intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are performed by the incumbent. Classifications are not intended to reflect all duties performed within the job.