



## Job Classification

**Title: Executive Assistant**  
**FLSA Status: Non-Exempt**  
**Job Code: 110**

### POSITION OVERVIEW

Under general supervision, provides highly responsible, professional, confidential, and complex administrative support and analytical assignments for the General Manager and serves as the Board Secretary for the Board of Directors; implements the goals, objectives, policies, and programs of the District; provides research, analysis and correspondence on findings and recommendations; performs related duties as required.

### OVERSIGHT

**Supervision Received:** Reports to the General Manager

**Supervision Given:** None

### ESSENTIAL FUNCTIONS

- Provides responsible, multi-functional, and confidential administrative support to the General Manager and Board of Directors by assisting with duties of varied, complex, and sensitive nature; organizes and carries out administrative assignments, including proofreading reports, letters, memoranda, projects, and other documents.
- As Board Secretary, manages the preparation, production and distribution of the Board agenda packet materials including required Board memoranda and resolutions, and ensures their posting and public notification in compliance with legal requirements and the Brown Act. Attends all board meetings; oversees and coordinates meeting logistics; prepares PowerPoint presentation; ensures all actions and votes are properly recorded and archived; drafts the official meeting minutes; distributes documents resulting from Board action; arranges for publication of legal notices, postings, and public hearings.
- Prepares and manages records of all resolutions, ordinances, and motions passed or adopted by the Board; records, prepares, and maintains board meeting minutes as permanent public records; serves as the records manager for permanent public records.
- Serves as the liaison for the General Manager and Board of Directors and responds to

various requests for information from outside organizations and the public.

- Responds independently to letters, general correspondence & requests and provides required information.
- Serves as the backup for the Administrative staff as needed.
- Schedules and coordinates travel arrangements for conferences, meetings, seminars, workshops, and webinars attended by the General Manager and Board of Directors; maintains and oversees the General Manager and Board of Directors' calendars and schedules; prepares and processes expense reports for reimbursement.
- As Custodian of Records, responsible for coordinating responses to California Public Records Request Act; collaborates with management and general counsel as necessary; maintains official records; maintains records retention program by overseeing all document destruction activities to ensure policy compliance.
- Maintains the District's Board-approved policy library. Ensures that all policies are current and accessible to the District staff, board, and public.
- Monitors transparency and open meeting requirements and advises on areas of importance to the district; responsible for preparation and coordination of ensuring district maintains its District Transparency Certificate of Excellence and District of Distinction through Special District Leadership Foundation.
- Serves as the Filing Officer for the district, managing the timely preparation and submission of the FPPC Form 700 Statement of Economic Interest and coordinates with the Board of Directors their annual filing of annual/semi-annual FPPC 460/470 Campaign Statements as required under the Political Reform Act.
- Serves as the Election Officer by coordinating the process for Board elections with the Los Angeles County Registrar-Recorder/County Clerk; administers oaths of office to elected officials; assists in the orientation of newly elected board members with executive staff.
- Updates and prepares the biennial filing of the Conflict of Interest Code with the Los Angeles County Board of Supervisors to ensure district compliance.
- Maintains web page content for the Board of Directors and General Manager, including agendas, minutes, Board member terms, biographies, and other pertinent information; maintains the Board of Directors and All Staff SharePoint sites with relevant information, documents, news, and links. Maintains the Board of Directors SharePoint calendar with upcoming meetings and events from the district, member agencies, and other agencies

and organizations.

- 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.
- Types and assembles reports, manuals, and other materials for distribution.
- Interprets and applies District policies and procedures; recommends changes as required.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations related to the Executive Assistant and Board Secretary function.
- Perform related duties as assigned.

## QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to concurrently perform each essential duty satisfactorily and exercise good judgment. 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, Teams, SharePoint, Adobe and the Internet, as well as modern office equipment, procedures and methods; principles and practices of municipal government management, administration, and organization; principles and procedures of record keeping, research and reporting methods, techniques and procedures.

**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, complex and extensive records and prepare routine reports; type at a speed necessary for successful job performance; 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 Executive Assistant will possess any combination of education and experience equivalent to:

- Bachelor's degree in business administration, public administration, or a related field desired, but not required. Considerable, progressive experience supplemented by designation of CAP (Certified Administrative Professional), City Clerk, Deputy Clerk, or CMC (Certified Municipal Clerk) may be considered in lieu of a degree.
- Five (5) years of increasingly responsible administrative and analytical experience, preferably in a government agency or public utility.

## **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 or computer terminal; subject to frequent interruptions and contact in person and on the telephone with a variety of district staff, elected officials, 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**

- Notary Public license issued by the State of California is desirable.
- CAP (Certified Administrative Professional) is desirable.
- CMC (Certified Municipal Clerk) is desirable.

### **Licenses**

- Must have and maintain a current Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

### **Registrations**

- None

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

<b>Approved by:</b>	Matthew Litchfield
<b>Date last modified:</b>	5/2/23
<b>Date approved:</b>	5/2/23

I have received, reviewed, and fully understand the job description for Executive Assistance. 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.**