San Juan Water District
9935 Auburn-Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

Administrative Assistant/Board Secretary

Position Description

Status:	FLSA Non-Exempt, Confidential in nature and Non-Safety Sensitive
Supervisor:	General Manager and Assistant General Manager
Effective Date:	April 3, 2018

Supervision Received and Exercised:
Receives direction from the General Manager and Assistant General Manager. Does not provide supervision to others.

Primary Function
To perform a variety of highly responsible executive level support to the General Manager, Assistant General Manager and District Managers; to provide administrative support for Board functions; and to provide general information and assistance to the public.

Essential Duties - *Duties may include, but are not limited to, the following:*

- Prepare Board meeting materials including minutes, notices, agendas, resolutions, ordinances, and any other materials required; disburse Board packets and post or publish announcements as required by law of any hearing before the Board or any special meeting or regularly adjourned meeting.
- Maintain District minute/resolution books.
- Attend and take Board meeting and workshop minutes; attest to the minutes, ordinances, resolutions and other documents of the Board; follow-up on Board actions.
- Interpret District policies, rules and regulations in response to inquiries and refer inquiries as appropriate.
- Screen calls, visitors, and mail for the General Manager and Assistant General Manager; respond to sensitive requests for information and assistance.
- Independently respond to letters and general correspondence of a routine nature.
- Make travel arrangements, maintain appointment schedules and calendars for the General Manager and Assistant General Manager; arrange meetings.
- Relieve the General Manager and Assistant General Manager of a number of administrative details.
- Assist in the preparation of special District elections and Fair Political Practice Commission filings.
- Research, compile and analyze data for special projects and various reports.
- Initiate and maintain a variety of files and records of information; maintain and update manuals and resources.
- Order and maintain office supplies and products; maintain office equipment.
- Sign checks for specified reports.

- Ensure assigned administrative procedures are in compliance with local, State and District regulations and policies.
- Type a variety of technical reports and documents
- Process, deliver and pick-up mail at the post office. Distribute mail and respond to General Manager's mail where appropriate.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- Functions and organization of special districts.
- English usage, grammar, spelling and punctuation.
- Modern office procedures, methods and computer equipment.
- Alphabetic and numeric filing system management.
- Business correspondence and report preparation.
- Organization procedures and operating details of a special district or governmental agency.
- Procedures, legal requirements and methods of disseminating public information.
- Principles and procedures of record keeping.
- The Brown Act.

Ability to:

- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.
- Interpret and apply administrative and District policies, procedures, laws and regulations.
- Understand the organization and operation of the District and outside agencies necessary to assume assigned responsibilities.
- Handle sensitive materials in an effective manner.
- Interpret and apply administrative and departmental policies.
- Compose correspondence independently.
- Compile and maintain complex and extensive records and files.
- Proficiently use modern office equipment including computers and applicable software.
- Initiate and maintain effective safety practices.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:
Equivalent to graduation from high school supplemented by specialized courses.

Experience:
Five years of increasingly responsible administrative support experience with at least three years supporting an administrative official, preferably in a municipal agency or special district.

License or Certificate:
Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

A Notary Public certificate is highly desired.

Physical Capabilities:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

Physical Requirements	*Rarely (0-12%)*	*Occasionally (12-33%)*	*Frequently (34-66%)*	*Regularly (67-100%)*
Seeing				✓
Hearing				✓
Standing/Walking		✓		
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		20 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	100 Percent Indoors			