

**MERCED IRRIGATION DISTRICT
EXECUTIVE ASSISTANT TO GENERAL MANAGER**

FLSA Status – Non-Exempt

DEFINITION:

Under administrative direction of the General Manager, provide confidential secretarial and administrative assistance to the General Manager, Board of Directors, Deputy General Managers, General Counsel, and other department heads. Report to the General Manager or his/her designee and perform administrative duties where responsibilities of accuracy, timeliness, and judgment are critical. Assist in the preparation of and attend all Board of Directors meetings, maintain records of meetings, and assist the Board as assigned. Perform other duties as assigned.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Prepare background information and agendas for regular and special Board of Directors meetings which may involve assisting with the preparation of documents; gathering and compiling data from various sources; proofreading, and formatting all incoming background reports and resolutions.
- Assist and provide direction on the preparation of draft resolutions and motions for consideration by the Board.
- Attend Board of Directors meetings and prepare minutes; distribute minutes to senior staff for review; proofread edits and prepare minutes for Board approval.
- Obtain signatures from District officers on approved minutes, resolutions, deeds, and other documents.
- Copy agendas and/or approved minutes for distribution lists, designated bulletin boards, and post as required.
- Coordinate special Board meetings and committee meetings; post meeting agendas and distribute to the public in accordance with the Brown Act requirements.
- Coordinate and make arrangements for various meetings, i.e. location, set up, audio/visual equipment, and refreshments/meals as needed.
- Coordinate meetings as needed between senior staff and the general public.
- Prepare, proofread, and finalize written correspondence from the General Manager to the Board of Directors, outside agencies, and internal staff.
- Catalog and maintain original MID agreements.
- Assist in the proofreading of various District documents.
- Perform duties and responsibilities involving knowledge and application of District policies and procedures that may require independent judgment in the determination of actions to be taken.
- Coordinate appropriate manager response to difficult and sensitive customer inquiries and complaints.
- Maintain correspondence and executive files.
- Prepare memoranda and correspondence from notes, tapes, verbal instruction, or on own initiative in accordance with standard practices.
- Maintain confidentiality of a wide variety of sensitive and confidential materials.
- Prepare reports, presentations, charts, graphs, or related statistical data as may be required; obtain information from various sources within or outside the District.
- Serve as liaison between the District and state and county agencies regarding elections, rosters of public agencies, campaign disclosure statements, and other required filings.
- Establish good rapport and interact with members of the Board of Directors, senior staff, other District personnel, consultants, officials, attorneys, outside agencies, and the public.

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- Coordinate and schedule appointments, meetings and conferences exercising discretion; maintain appointment schedules and calendars with appropriate notification.
- Research Board of Directors meeting minutes for use as supporting documentation on various topics by request.
- Act as the designated filing official under the Conflict of Interest Code filed by the District; coordinate the completion of Statements of Economic Interest (CA Form 700) for directors, officers, and employees for filing with the District and other public entities.
- Perform other duties as requested, directed, or assigned.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- Graduation from high school.
- Associate's Degree desirable.

Experience:

- Minimum of five (5) to eight (8) years of increasingly responsible executive secretarial and administrative experience or an equivalent combination of education, training, experience.

Ability to:

- Perform a variety of responsible office administrative duties that carry substantial responsibility; initiate and perform detailed work with little supervision;
- Answer questions where judgment and interpretation are necessary; keep complex records; assemble and prepare reports from such records; communicate effectively with all levels of management, employees and the public; work cooperatively with others.

Knowledge of:

- District divisions; District policies and procedures; executive secretarial and administrative procedures, practices and techniques;
- Business letter and report writing, including the use of proper English, spelling and punctuation; collecting and organizing data; superior letter writing skills are essential.

Necessary Special Requirements:

- Must complete a two hour Ethics training course every two years in compliance with California AB 1234.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Currently hold and maintain Notary certification.

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ENVIRONMENTAL FACTORS:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The mental and 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 the essential functions:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self-directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

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 the essential functions:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

Sitting:	Remains in a seated position for up to eight (8) hours per day
Hands/Arms:	Operates computer for up to eight (8) hours per day
Lifting:	Raises and lowers boxes and supplies up to twenty-five (25) pounds.
Stooping:	Bends body downward and forward by bending at the knees or waist
Talking:	Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing:	Hears well enough to receive communications in person and by telephone.
Vision:	Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

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SUPERVISION:

The position receives general supervision from the General Manager.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

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.