



## Santa Ynez River Water Conservation District, Improvement District No.1

### Executive Administrative Assistant (Non-exempt Position)

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**Salary:** \$6,068.44 - \$7,962.32/mo. plus benefits package

**Definition:**

Under general supervision, provides administrative support and assistance to the District's Executive Team and Board of Trustees. Performs complex, executive-level administrative duties, often involving confidential and attorney-client privileged materials. Supports the Board of Trustees relative to meeting processes and statutory requirements. Provides information and assistance to the public regarding District policies and procedures. Performs related work as assigned.

**Distinguishing Characteristics:**

The Executive Administrative Assistant position is responsible for providing direct support to the General Manager, Administrative & Financial Manager, Water Resources Manager, Government Affairs & Policy Manager (collectively, the Executive Team) and the Board of Trustees on a broad range of District issues and projects. Assignments from the Executive Team are varied in scope and may include data gathering, document analysis and assembly, writing projects, general research, and other administrative support tasks. Responsibilities require use of tact, discretion, independent judgment, and working familiarity with District rules, regulations, policies, and procedures. This position often handles confidential and attorney-client privileged materials on behalf of the Executive Team and Board of Trustees.

The incumbent must be available to attend meetings of the Board of Trustees and other related meetings conducted by the Executive Team. Position occasionally may require the ability to work more than an eight-hour day as needed.

**Examples of Duties:**

*Essential responsibilities and duties may include, but are not limited to, the following:*

- Performs a wide variety of complex administrative and clerical duties in support of the District's Executive Team and Board of Trustees.
- Prepares, assembles, and distributes agenda materials for regularly scheduled and special Board meetings.
- Takes, transcribes, and distributes minutes of meetings, and maintains a master file of related meeting packets and other District documents.
- Prepares and files documents as needed with the County Recorder's Office.
- Posts meeting notices and agendas in accordance with Ralph M. Brown Act requirements.
- Attends regular and special District Board meetings.
- Prepares draft resolutions, agendas, policy documents and other District materials.
- Maintains a calendar of Board activities, meetings, and various events.
- Assists in coordinating and arranging meetings of Board committees, outside agencies, the public, and District staff.
- Conducts research, compiles information for specified narrative, statistical or financial reports, and responds to requests for information by the Executive Team and members of the Board.
- Assists in implementing approved policies and procedures.

- Organizes and maintains various administrative, reference, and operational files and documents.
- Prepares documents for scanning, indexing, and filing.
- Performs other duties and responsibilities as required, such as research, document projects, presentations using computer graphics programs, and related support for the Executive Team as needed.
- Provides backup assistance for other office administrative staff as needed.

### **Employment Standards:**

#### **Knowledge of:**

- Basic practices used in minute taking and preparation; principles of business letter writing and basic report preparation.
- Office procedures and practices, including filing and/or repository systems, and office equipment such as computers, scanning devices and software, and copy machines.
- Strong interpersonal and communication skills with ability to build effective professional relationships with the Executive Team, Board members, staff, and public stakeholders.
- Record keeping principles and procedures.
- Ralph M. Brown Act, Public Records Act, and familiarity with special district elections.
- Organization and functions of local government agencies.
- Rules and regulations applicable to the noticing and conduct of public meetings.
- Spelling, grammar, and punctuation commensurate with providing executive-level administrative support.

#### **Ability to:**

- Accurately take and transcribe meeting minutes.
- Provide high-level administrative support involving the use of independent judgment and personal initiative.
- Learn, interpret, and apply rules, regulations, policies, and procedures applicable to the District.
- Recall, research, and communicate past Board actions and decisions.
- Provide accurate and timely information to the Executive Team and Board of Trustees.
- Respond to requests and inquiries from public agencies and the general public.
- Interpret, understand, and remain informed of various laws, rules and regulations, policies, procedures, and Board actions.
- Compile and maintain a variety of files, records, and public documents in accordance with District procedures and other applicable requirements.
- Understand operations of the District as necessary to assume assigned responsibilities.
- Maintain and update an accurate calendar of events.
- Organize work, set priorities, and meet critical deadlines with minimum supervision.
- Analyze situations accurately and adopt effective courses of action.
- Efficiently and effectively operate office equipment including computers, scanning devices, video and teleconferencing programs, word processing, and spreadsheet applications.
- Quickly understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with the Executive Team, Board of Trustees, District staff, outside agencies, and members of the public.

### **Typical Physical Activities:**

*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.*

- Communicates orally with co-workers and the public in face-to-face, telephonic, public meeting, and one-on-one settings.
- Regular use of telephone for communication.
- Regular use of office equipment such as computers, copiers, and scanners.
- Sits for extended time periods.
- Performs work at desk for extended time periods, and regularly walks, stands, stoops, kneels, and reaches while performing office tasks.
- Ability to carry, push, pull, and lift up to 15 pounds frequently, and up to 30 pounds occasionally.
- Hearing and vision within normal ranges.

### **Licenses or Certifications:**

- Possession of a valid California Class C Driver's License. Individuals who do not meet this requirement due to a qualifying disability will be considered for accommodation on a case-by-case basis. Possession and proof of a good driving record without multiple or serious traffic violations or accidents for at least two (2) years duration prior to the date of hire. A candidate's driving record cannot contribute to an increase in the District's automobile insurance rates.
- Possession of or obtain within one (1) year from date of hire, a California Notary Public Certificate.

### **Education and Experience:**

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

- Possession of a high school diploma or equivalent; applicable college coursework is desirable.
- Four (4) years of increasingly responsible secretarial or administrative support experience.
- Equivalent to the completion of the twelfth grade supplemented by specialized training in administrative or secretarial work or a related field.
- Experience working with or for a public agency is desirable.

### **Work Environment:**

*The work environment as described herein is representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Administrative employees mostly work in an office environment with moderate noise levels and controlled temperature conditions. During the course of employment, administrative employees could be exposed to hazardous substances, fumes, loud noise levels, inclement weather conditions, and road hazards.

### **Benefits:**

- Health, dental and vision insurance available the first day of the month following enrollment. Employee/family coverage paid by the District up to the maximum allotted by Resolution of the Board of Trustees.

- CalPERS is a defined benefit retirement plan that includes a lifetime benefit determined by a set formula (years of service, age at retirement, and final compensation).

An employee who becomes a **“new”** member of CalPERS for the first time on or after **January 1, 2013** (and who was not a member of another California public retirement system prior to that date) will be enrolled in the CalPERS 2% @ 62 benefit formula with a three-year final compensation calculation in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA). Employees contribute a percentage of their salary towards their CalPERS retirement account, which percentage is determined annually by CalPERS and currently is set at 8.25%.

An employee who is a **"classic"** member of CalPERS hired before January 1, 2013 or who has reciprocity with CalPERS or who has less than a six month break in service between employment in a CalPERS (or reciprocal) agency will be enrolled in the 2% @ 55 benefit formula with a three-year final compensation calculation in accordance with CalPERS standards.

- Basic Life Insurance and Accidental Death and Dismemberment coverage paid by the District
- The District participates in Social Security
- Voluntary deferred compensation plan available
- Disability insurance at a nominal cost to employee on date of hire
- 10 days vacation accrued each year (vacation accrual can be taken after six months of employment with the District); increases to 20 days after 10 years
- 12 paid holidays per year
- Sick leave – 12 days per year

Upon hire, employee must possess a bank account to accommodate the District's direct deposit for monthly pay. Employee must submit a Department of Motor Vehicles printout summarizing their driving record covering the last two (2) years from the closing date of this recruitment. The District maintains a "no smoking" environment for all District facilities to promote a health-based, smoke-free work place as part of the District's commitment to a pollution-free environment • An Equal Opportunity Employer - Women, minorities and individuals with disabilities are encouraged to apply • Under the Americans with Disabilities Act, persons desiring a reasonable accommodation to compete in the recruitment process may contact the District Office at (805) 688-6015, or, for telecommunications devices for the hearing impaired, call the California Relay Service at 1 (800) 735-2929 prior to the final filing deadline • The provisions contained in this job flyer do not constitute an express or implied contract and any provisions contained herein may be modified or revised without notice.