

TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: Executive Assistant
Department: Administrative Services
Supervised By: General Manager
FLSA Status: Exempt
Revised as of: January 2016

JOB SUMMARY

To provide administrative support to the Board of Directors and the General Manager, and to maintain and manage the records, contracts and documents of the District, adhering to significant confidentiality requirements for documentation and filing of sensitive records and legal matters.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant is the advanced journey level in the administrative support series. The Executive Assistant provides support to the General Manager, as distinguished from the Administrative Assistant position, which provides support to operating departments.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the General Manager.

Provides direct supervision to administrative support and/or clerical positions.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Provide staff assistance to General Manager and Board of Directors with a high degree of accuracy, confidentiality and independent judgment.
- Respond to public information requests; notice and record ordinances and resolutions.
- Provide contract and budget management for outside vendors and services.
- Provide written materials including, but not limited to: draft letters, reports, charts, surveys and other documents.
- Facilitate and establish procedures to enhance communication in support of departmental functions.
- Prepare and present staff reports and other necessary correspondence.
- Select, train, motivate and evaluate department personnel; provide staff training; work with employees to correct deficiencies; conduct staff meetings; review daily activities with staff.

- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration.
- Undertake research for special surveys and studies for District management and professional staff, and produce the resulting summaries as required.
- Responsible for District mail sorting, tracking and filing; route correspondence for action.
- Organize professional level meetings.
- Research, extract, coordinate and summarize information (confidential and non-confidential) on behalf of District management.
- Administer employee service award program.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Coordinate, plan, budget and execute special events.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Principles and techniques of employee supervision.
- Pertinent District functions, policies, procedures and technology.
- Principles and practices of office management.
- English usage, spelling, grammar and punctuation.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.
- Principles of training and performance evaluation.

2. Ability to:

- Assume responsibility and make decisions.
- Plan, organize, and supervise the work of support staff.
- 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; and lift or carry weight of 50 pounds or less.
- Maintain organization while managing and prioritizing multiple tasks.
- Analyze situations accurately and adopt effective courses of action.
- Write reports, business correspondence and procedure manuals.
- Effectively present information and respond to questions from District management, professional staff, consultants, customers and the general public.

- Identify, analyze and independently solve a variety of moderately difficult situations and problems.
- Deal tactfully and courteously with the public as well as District employees.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Adapt to continually changing work environment and priorities; use judgment to adjust accordingly.
- Work quickly and correctly while maintaining professional demeanor.
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: College coursework in a related field providing the required skill and knowledge for successful job performance.

Experience: Three (3) years in an administrative support capacity with a public agency or private organization.

2. Certification & Licensing Requirements:


- Possession of appropriate and valid driver's license and driving record that complies with District policy.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and conditions. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: 

Date: 01/15/2015

Classified by: 

Date: 01/15/2015

Approved by: 

Date: 01/15/2015