



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

EXECUTIVE ASSISTANT I

Group-Section: Various	FLSA Status: Non-Exempt Bargaining Unit: ACE	Salary Grade: 44 Job Code #: VC04
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JOB SUMMARY

This is the advanced journey level performing Executive Assistant I job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Provide administrative services for one or more executive managers requiring the exercise of independent judgment on complicated and difficult administrative matters involving sensitive and confidential information. This level provides support to executive managers who report to the General Manager. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

OVERSIGHT

Supervision Received: Receives direction from executive management.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Maintains appointment calendar for executive manager; schedules/coordinates meetings and appointments; makes room arrangements; reminds manager of pending meetings and provides pertinent information; makes business travel arrangements; and prepares expense reports.
2. Types, edits, and composes a variety of letters, memoranda, reports, charts, tables, forms, etc.; prepares agendas; transcribes minutes; composes documents from handwritten or verbal instructions; reviews documents for completeness and accuracy including proper format, grammar, spelling, punctuation, and adherence to policy and procedure; extracts and compiles data and other information for reports; and copies and distributes information.
3. Receives and screens phone calls, visitors, incoming correspondence, documents, and e-mails on behalf of executive manager; prioritizes and routes as appropriate; obtains and/or gives information; answers routine inquires; and explains or clarifies policies and procedures.

4. Develops, maintains, and manages accurate and organized manual or computerized filing systems; searches, locates, retrieves and/or tracks files in order to provide requested information; and creates new files and filing systems when needed.
5. Examines, verifies, and organizes a variety of records and reports including budget documents, invoices, and regulatory reports.
6. Assists with the development of verbal and written reports and presentations; and prepares summaries of reports, memoranda, and documents for executive staff review.
7. Collects data and completes research projects; analyzes issues and concerns and recommends innovative solutions.
8. Conveys information between executive manager and directors, member agency representatives, officials, and staff.
9. Initiates follow-up procedures to ensure that projects and other tasks are completed and/or deadlines met, including coordinating activities with others, and developing systems for tracking information, projects, and pending issues.
10. May take and transcribe dictation, and summary and verbatim notes, to arrange and present the information in a clear and concise manner.
11. May be responsible for ordering of supplies and processing purchase requisitions.
12. Performs other related job duties as required.

For the Legal Department, may:

1. Prepare legal documents and correspondence.
2. Serve as alternate coordinator for a committee of the Board, including attending committee meetings, preparing official minutes and the Chair's report to the Board, and maintaining the official records of the committee.
3. Prepare the General Counsel's monthly Board report.
4. Serve as an Agent for Service of Process.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

Associate's degree from an accredited college or university in a related field and six years of relevant experience; or three years in a MWD Administrative Assistant III classification.

Required Knowledge of: Current office procedures, methods, and equipment including multi-line phones, copiers, facsimile machines, and computers; filing systems, business correspondence, report writing procedures, policies and operations with respect to functions performed; English usage, spelling, grammar, and punctuation.

Required Skills and Abilities to: Independently perform complex administrative tasks; organize and carry out projects with minimal instruction; make sound work decisions in accordance with rules, regulations, policies and procedures; maintain confidentiality and use independent judgment; maintain and update records and files, including a wide variety of office records and reports of some complexity; assess and set daily work priorities; business systems, and proficient in the use of Microsoft Office software; operate office equipment including computers and relevant supporting applications; communicate clearly and concisely, both verbally and in writing; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public.

For Legal Department:

May Require the Knowledge of: The court system, including rules and procedures; legal terms, legal forms, and documents and their processing; proper format of legal citations, and legal specific applications.

May Require the Skills and Abilities to: Type, format, file, and serve legal pleadings; independently perform complex legal secretarial work; interact with high-level officials, staff, outside counsel and opposing parties; use legal specific software.

Certificates, Licenses and Registrations Requirements:

- Valid California Class C Driver License that allows you to drive in the course of your employment.

Desirable Qualifications

For Legal Department: Possession of a legal secretarial certificate.

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered 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.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.