

ENCINA WASTEWATER AUTHORITY

DATE: August 2019

POSITION TITLE: Administrative Assistant IV

DEPARTMENT: Office of the General Manager

REPORTS TO: Administrative Services Manager

FLSA STATUS: Exempt

POSITION SUMMARY: Under general direction, responsible for implementing and administering enterprise-wide document management systems and related procedures that allow the organization to capture, retain, retrieve, share, and destroy electronic records and documents. Work independently and perform professional and confidential executive assistance to the General Manager, Assistant General Manager, and Department Heads. Assist with serving as a liaison between the EWA Board of Directors and the General Manager, Auditor/Treasurer, and other EWA staff. Provide public relations-oriented duties which involve direct independent contact with the public, elected and appointed officials, staff, and commercial partners.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Promote the Authority's Mission, Vision, and Values.
- Responsible for conducting needs assessments to identify document management requirements of departments and/or end users.
- Consult with end users regarding problems in accessing electronic content.
- Monitor regulatory activity to maintain compliance with records and document management laws.
- Assist in determining document management retention policies, retrieval, and distribution systems.
- Assist in the assessment, acquisition, or deployment of new electronic document management systems.
- Keep abreast of developments in document management technologies and techniques by reviewing current literature, talking with department heads, participating in educational programs, attending meetings or workshops, or participating in professional organizations or conferences.
- Schedule, notice and attend Board of Directors, Policy and Finance Committee, Capital Improvement Committee meetings and Ad Hoc meetings for Joint Powers Agency, taking and transcribing the minutes of same.
- Maintain all official records of the Board of Directors and EWA such as minutes, resolutions, ordinances and legal notices.
- Research and prepare necessary materials for Board meetings and public hearings.

- Prepare and coordinate distribution of Agendas, minutes, and special reports for all Board and Committee meetings.
- Scheduling of special Board, Committee, and Ad Hoc committee meetings.
- Prepare and coordinate the posting and distribution of all legal notices as required under the Ralph M. Brown Act.
- Provide administrative orientation and Oath of Office for new Board members.
- Administer Joint Powers Agency conflict of interest code compliance program.
- Make travel arrangements for the General Manager, Assistant General Manager, Board of Directors, and staff as required.
- Arrange and coordinate the schedule of the General Manager and Assistant General Manager, and keep them advised as to meetings, trips, and other demands of time.
- Screen incoming calls to the General Manager and Assistant General Manager, handling any calls when appropriate.
- Type material of a confidential and non-confidential nature, i.e., letters, reports, legal forms and action, briefs, contracts, personnel matters, specifications, resolutions, bulletins, memoranda, minutes of meetings, and record material.
- Compose correspondence, resolutions, and memoranda as directed.
- Maintain General Manager's correspondence file.
- Supervise front desk personnel and activities.
- Provide front desk support for telephones as directed or needed.
- Coordinate meetings between other agencies, businesses, and consultants.
- Perform all related duties as assigned and/or directed.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Five years of responsible administrative and document management experience.
- A Bachelor's Degree in public or business administration, economics, or a technical related field from an accredited college or university is preferred. AA Degree with directly relevant experience could be considered.
- Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage.

OTHER SPECIAL REQUIREMENTS:

- Knowledge of modern office methods and practices, including filing systems, receptionist techniques, business correspondence, and office equipment operation.
- Must have excellent spelling, grammar, and punctuation.

- Prepare and maintain accurate and complete records and reports; learn and interpret the laws, rules, and policies governing the operation of the Joint Powers Authority.
- Must be able to use Enterprise Resource Planning Software (Tyler Technology Software/PeopleSoft/SAP), Microsoft Office, Adobe Developer, and document management computer programs (some training will be provided).
- The ability to organize, assemble and disseminate complex data in usable forms; the ability to establish and maintain effective communication with plant and administrative staff; the ability to prepare concise written and verbal reports.
- Knowledge and application of budget, human resources, and payroll information systems.
- Ability to establish and maintain cooperative working relationships, fostering the team approach.
- Ability to mentor employees serving in any administrative capacity.
- Must have the ability to prioritize and maintain confidentiality.
- Must have ability to make judgment decisions and work independently.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe information. Ability to classify, compute, tabulate, and categorize data.
- Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as safety regulations, training materials, legislation/regulations, purchase orders, budgets, investment guidelines, financial statements, planning documents, meeting agendas and minutes, state statutes, procedures, and non-routine correspondence.
- Ability to communicate effectively orally and in writing with all EWA stakeholders.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing assigned work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to operate a variety of office equipment such as computer terminal, telephone, fax machine, calculator/adding machine, computer printer, and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill.

- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting of heavy objects in excess of 25 pounds, carrying, pushing or pulling.
- Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Tasks are regularly performed without exposure to adverse environmental conditions.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, and physical disability.

The list of essential job duties contained in this job description is not exhaustive and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and a drug screen.