

ENCINA WASTEWATER AUTHORITY

DATE: September 2022
POSITION TITLE: Administrative Assistant III
DEPARTMENT: Administrative Services
REPORTS TO: Board Secretary/Executive Assistant
FLSA STATUS: Nonexempt

POSITION SUMMARY: Under the general direction of the Board Secretary/Executive Assistant, this position is an executive administrative position level and requires executive level clerical skills. Works independently and performs professional and confidential executive assistance to the General Manager, Assistant General Manager, and Department Heads. Responsible for providing high quality administrative support to the whole agency and implementing and advising on document management systems and related procedures that allow the organization to capture, retain, retrieve, share, and destroy electronic records and documents.

SUPERVISORY DIMENSIONS: None.

ESSENTIAL JOB DUTIES:

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

- Practice and promote the Authority's Mission, Vision, and Values.
- Trains Administrative Assistants on answering telephone, greeting visitors, and relaying information to the appropriate party in a timely, accurate, and confidential fashion. Provides training on how to give directions to visitors arriving for Board meetings or other public meetings to the proper meeting room; distributes agendas and other pertinent materials; directs visitors to appropriate staff.
- Compiles routine reports by extracting and/or tabulating information from a variety of sources such as files, correspondence, meeting notes, logs, previous reports, and/or oral instruction; marks, copies, tabulates, and files correspondence, agenda packages, reports, memos, articles, and records in filing systems, or document management systems such as SharePoint.
- Trains staff on protocol of picking up incoming mail from mailbox/post office; opening, sorting, and distributing mail, memos, and messages; collects outgoing mail, affixes appropriate postage, and delivers to mailbox/post office; operates scanner and computer for electronic document storage and retrieval; collects and distributes a variety of paperwork, materials, and supplies; picks up a variety of materials from outside vendors; delivers documents and notices to customers and others.

- Backup for Administrative Assistant using Enterprise Resource Planning (ERP) MUNIS software to process; enter invoices; monitors accounts payable mailboxes; verify account codes for proper assignment of budgetary expenditures; acts as first line of contact with vendors regarding billing problems. Processes invoices for the success of check run which are typically run biweekly.
- Trains and assist Human Resources with collecting applications for vacant positions, setting up interviews and contacting applicants for interviews.
- Trains and acts as backup for preparations of EWA agenda items when required.
- Trains and acts as back up for preparation and distribution of Board and committee agenda packages.
- Leads administrative orientation and new Board member orientations.
- Responsible for managing Conflict-of-Interest Forms and other filings that are required.
- Responsible for screening calls for General Manager, Assistant General Manager or any other staff members as required.
- Types, formats, and prints documents such as letters, memos, reports, graphs, tables, etc. using Microsoft Office Suite or other Windows applications.
- Collects and reviews Authority purchasing card expenses and reviews account information.
- Prepares purchase requisitions and ensures that office supplies are adequately stocked.
- Responsible for ordering office supplies for various departments.
- Responsible for updating administrative departmental step by step procedures process and making recommendations.
- Works closely with accounting team preparing or records miscellaneous cash receipts and journal entries as instructed.
- Works closely with accounting team to distribute petty cash disbursements and prepares reconciliation.
- Trains administrative assistant or accounting technicians with processing accounts receivables invoices and reviews aging report. Follows up with vendors and staff members.
- Trains administrative assistants or accounting technicians with maintaining vendor files to ensure the EWA maintains compliance with state and federal reporting requirements.
- Trains or assists with preparing member agency wastewater services billings, fats oils and grease services, fertilizer sales, brewery waste, resource sharing, laboratory services, non-routine compliance, and other invoices in compliance with applicable administrative procedures.
- Assist with tasks associated with pulling required documentation to support annual independent audit when necessary.
- Prepares vendor credit letters and assist with maintaining vendor files such as W-9's.

- Responsible for covering for leaves for other team members.
- Performs other duties of a similar nature or level.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills and Physical Abilities Required For These Duties:

- Ability to learn, interpret and apply federal, state, organizational and departmental policies, procedures, rules, and conventions; understand and follow directions.
- Ability to work with employees and vendors in a tactful and diplomatic manner to establish and maintain cooperative working relationships.
- Excellent oral and written communication skills.
- Ability to make computations; general understanding of and experience with computer uses in financial management; and involvement with processing accounts payable, accounts receivable and payroll.
- Ability to use a personal computer for a variety of financial and reporting applications including Microsoft Office Suite and Enterprise Resource Planning Systems – Tyler Technologies MUNIS.
- Principles and practices of basic record keeping.
- Knowledge of modern office methods and practices, including filing systems, receptionist techniques, business correspondence, and office equipment operation.
- Knowledge of records and reports; learn and understands the laws, rules and policies governing the operation of the Joint Powers Authority.
- Must have the ability to prioritize and maintain confidentiality.
- Proper English usage, including spelling, grammar, and punctuation.

EDUCATION AND EXPERIENCE REQUIREMENT: Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities is qualifying. A typical background would include: Graduation from high school and recent experience that demonstrates the application and knowledge and abilities listed. Preferred background includes accredited four-year college or university with a Bachelor's degree in administration, accounting or related discipline.

PROMOTIONAL OPPORTUNITY: Promotion to Administrative Assistant III may be made after the Administrative Assistant II successfully completes at least four years of progressively responsible Administrative Assistant II responsibilities; and is able to demonstrate that they have been trained on all

aspects of the administrative assistant job duties listed above; successfully completes at least four (4) agenda package processing independently; demonstrates knowledge of applicable federal, state, organizational and departmental policies; and obtains a notary certificate. Demonstrates competence in the performance of EWA's administrative functions deemed appropriate by the Board Secretary/Executive Assistant and the Director of Administrative Services.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes cause for termination.

CONFIDENTIALITY STATEMENT: This position requires access to documents and/or records that may be considered confidential. Material of this nature must be handled appropriately to maintain its confidential nature. Failure to maintain the confidential nature of appropriately classified material may result in disciplinary action up to and including termination.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, an employee is regularly required to sit, stand and walk; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

Employee must be able to take actions that will protect his/her own safety and the safety of others in a dynamic, changing and inherently dangerous work environment. Employee must have ability to accurately perceive and avoid potentially hazardous changes in elevation, overhead risks, and automatically starting equipment in the work environment, as well as the ability to detect by smell the presence of hazardous chemicals, compounds and gases.

Mental Demands

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with other managers, board members, government officials, regulators, employees, and the public.

WORK ENVIRONMENT: The employee normally works in an office environment typical for a regional wastewater treatment and disposal enterprise. Noise levels are usually low to moderate.

QUALIFICATIONS: Possession of a good driving record; ability to be insured by the Authority's insurance carrier; ability to read, write, speak and comprehend English; ability to pass post-offer physical examination that is job-related and consistent with business necessity. Rejected applicants will be made aware of the basis for any disqualification decision. In addition, before a final determination is made, applicants who do not pass the post-offer physical examination will be allowed to submit independent medical opinions for consideration.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

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, or 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.