

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Executive Assistant/Board Clerk

Department: General Manager's Office

FLSA Status: NON EXEMPT

Revised as of: 12/2020

DEFINITION

Performs a variety of highly responsible, confidential and complex administrative support duties for the General Manager; provides administrative support to the Board of Directors and supports Board of Directors meeting agenda and meeting minute preparation; and provides general information and assistance to the public.

DISTINGUISHING CHARACTERISTICS

Employees within this journey-level class perform the full range of duties as assigned including providing administrative and technical support to the General Manager and Board of Directors. Employees at this level receive minimal instruction or assistance, and are fully aware of the operating procedures and policies of the work unit

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general supervision from the General Manager.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Performs a wide variety of complex, responsible and confidential administrative support duties for the General Manager, Board of Directors, and Agency department managers.
- Prepares, organizes, prints, distributes, follows up and documents Board and committee agendas and packets for which the Board of Directors serves as governing board.
- Attends Board of Directors and other public meetings and records all official proceedings; prepares meeting minutes and other documents.
- Researches, compiles and analyzes data for special projects and various reports; prepares and assembles Board of Directors meeting agenda items as needed.
- Performs complex and detailed travel itineraries/conference registrations; maintains appointment schedules and calendars for the General Manager, Board of Directors and other department managers.
- Participates in and assists in the administration of the General Manager's Office; prepares comprehensive reports and compiles information to be used in special projects and reports.
- Screens calls, visitors and mail; responds to sensitive requests for information and assistance; resolves citizen concerns and complaints.

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- Performs administrative functions including maintaining the Agency's Records Management Policy in accordance with the California Public Records Act, serves as official custodian for Agency's administrative archive library, responds to Public Records Requests.
- Posts and maintains requested documentation and information to Agency website.
- Interprets Agency policies and administrative regulations, procedures, laws and regulations in response to inquiries and complaints; refers inquiries as appropriate.
- Independently responds to letters and general correspondence of a routine nature.
- Recommends procedural changes affecting administrative support activities.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
- Provides secretarial support on a regular basis for the General Manager, Engineering Department Manager, and Engineering staff. Produces accurate word processing letters, memorandums, reports, legal documents, and other correspondence, using word processing and spreadsheet software programs when applicable.
- Performs the posting, advertisement, and bid process of CIP projects; performs the Request for Proposal and Request for Qualifications process; posts and distributes bid documents; receives, opens, records and summarizes bids; reviews bids for compliance with specifications and identifies any irregularities; distributes contract addendums to plan holders; maintains insurance for compliance with Agency standards.
- Prepares, monitors and tracks a variety of contracts, purchase agreements, Notices of Award, Notices to Proceed, Notices of Completion, and other contractual forms for Contractors and/or Consultants. Records and files Notice of Completions with County Recorder and maintains files of California Preliminary Notices/Stop Notices and mails Notices of Completion to all preliminary notice holders.
- Maintains project files, and provides follow-up on all projects for execution of documents in a timely manner; provides follow-up for all insurance coverage for contractors, engineers, and consultants. Scans project files. Maintains computerized log of all documentation related to contracts and projects.
- Receives, researches, responds to or refers questions from vendors and contractors pertaining to Agency contracts and CIP projects.
- Monitors the Agency surplus property program.
- Performs Filing Officer duties on behalf of the Fair Political Practices Commission including the oversight of Statements of Economic Interest Form 700 for all designated employees. Develops, implements, and manages the Agency's Conflict of Interest Code. Oversees the Biennial Review process for multi-county agencies.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

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QUALIFICATIONS

Knowledge of:

- Alphabetic and numeric filing system management.
- Business correspondence writing and report preparation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Functions and organization of municipal government.
- Principles and procedures of record keeping.
- Brown Act, Fair Political Practices and Conflict of Interest.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Perform responsible and difficult administrative support work involving the use of independent judgment and personal initiative.
- On a continuous basis, know and understand requirements and all essential aspects of the job; access, review, analyze and interpret a wide variety of reports, technical data and budget documents; know and understand laws, regulations, rules and codes related to area of assignment; problem solve department related issues; remember various processes and requirements; and interpret and communicate policy, information and instructions.
- Interpret and apply administrative and Agency policies, procedures, laws and regulations.
- Understand the organization and operation of the Agency and of outside agencies as necessary to assume assigned responsibilities.
- Analyze situations carefully and adopt effective courses of action.
- Compile, maintain and prepare reports.
- Maintain confidential data and information for executive staff.
- Independently prepare correspondence and memorandums.
- Work independently in the absence of supervision.
- Type and transcribe at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.

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- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

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

Experience:

Four years of increasingly responsible administrative support experience that included providing direct support to management level staff, preferably within a public agency.

Education:

Equivalent to an Associate's degree from an accredited college or university with major course work in business administration, public administration or a related field. Additional experience may substitute for the required education. Equivalence would typically be two years of additional work-related experience for one year of work-related education.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is desirable.

PHYSICAL REQUIREMENTS

Work effectively at desk and in meetings for long periods of time; intermittently move, traverse and position self while performing duties; access equipment surrounding desk; activate, use and operate a computer and other office equipment; use telephone; communicate through written means; and move or transport weight of 20 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise.