



**April 2016**  
**FLSA: EXEMPT**

## **EXECUTIVE ASSISTANT**

### **DEFINITION**

Under general direction, performs varied, complex, and confidential administrative, secretarial, and office support tasks in support of the Air Pollution Control Officer (APCO); serves as the Clerk to the Air Pollution Control District Board and Hearing Board; serves as the Fair Political Practices Commission Filing Official; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the APCO. May receive direction on specific assignments from the Administrative Services Manager. May provide functional and technical direction to support staff.

### **CLASS CHARACTERISTICS**

This is the highest-level class in the administrative office support series responsible for providing complex administrative assistance to the APCO, Board of Directors and other District committees and commissions. The work requires the frequent use of tact, discretion, independent judgment, knowledge of the District activities and the ability to conduct independent projects. This class is distinguished from other administrative support classifications in the District in that the nature, scope, and diversity of responsibilities originating at a District-wide level requiring a broader understanding of District functions and by the direct support this position provides to the APCO, Board of Directors, and Hearing Board.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Acts as Clerk of the Board for Board of Directors meetings; drafts Board and committee agendas; coordinates preparation of agenda materials; prepares agenda packets for mailing; attends Board meetings and records minutes; composes resolutions; prepares actions and motions into minutes for approval at next meeting.
- Acts as clerk for various Board committees, including budget/personnel and advisory; drafts agendas and coordinates preparation of agenda materials; prepares agenda packets for mailing; attends committee meetings; records minutes or action notes and motions; drafts minutes from advisory committee meetings; prepares a summary of actions or recommendations for review and approval at next meeting.
- Acts as clerk for Hearing Board meetings; receives applications for permit variances; drafts agendas; coordinates preparation of agenda materials; prepares agenda packets for mailing; attends Hearing Board meetings and records minutes; transcribes actions and motions; prepares minutes for next meeting; sends orders granted at meetings to the Chairman for signature; notifies by mail affected

petitioners, state, and federal agencies, Hearing Board members, and legal counsel; updates Hearing Board log; maintains records of pending and completed business; informs public of procedures and legal requirements for presenting problems or materials to the District.

- Types correspondence and reports; drafts correspondence from rough notes; researches issues and activities; assists in the creation of presentations; maintains confidential and administrative files for APCO; performs calendaring responsibilities such as arranging and scheduling appointments and meetings with public officials, industry representatives, other public agencies and staff; provides telephone assistance to the public and Board and Committee members.
- Serves as the District's Fair Political Practices Commission (FPPC) Filing Official; maintains and prepares the District's Conflict of Interest Statements; disseminates forms and information to Board members, Hearing Board members, and designated staff regarding conflict of interest; checks signatures for accuracy and forwards information to FPPC by required deadlines; maintains copies of all filings as the District's official records.
- Prepares the executive budget for review by the APCO.
- Coordinates and oversees general building maintenance, grounds maintenance and janitorial services; works with employees and managers to determine equipment and furniture needs and coordinates purchases; coordinates installation of computers, phone systems, computer cabling and other office equipment; may coordinate special building projects as needed.
- Purchases supplies for Board meetings and authorizes payment for travel, training, professional memberships, subscriptions, and to vendors and service providers for building maintenance and landscaping; requests quotes from vendors and service providers; signs accounts payable checks.
- Receives public records requests and directs the inquiries to appropriate staff; follows up with request to provide status and verification of delivery of the records.
- Participates in the records management function including oversight of the District records retention and disposal; coordinates with all District divisions to ensure records retention schedule is followed and records scheduled for disposal are done so in an appropriate manner.
- Assigns work to office staff and reviews work products.
- May provide administrative support and assistance with special projects for staff in other divisions.
- Prepares Public Notices for public outreach and notification; sends out press releases to media.
- Routinely updates District website with information such as agendas, press releases, and notices; may create flyers, brochures, and web graphics as needed.
- Establishes positive working relationships with representatives of outside organizations, state/local agencies and associations, vendors, District management and staff, and the public.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Practices and methods of office management and administration, including the use of standard office equipment, including a computer and applicable software.
- Basic principles and practices of supervision and training.
- Organization and function of public agencies, including the role of an elected Board of Directors and appointed boards and commissions.
- Alpha numeric filing and retrieval systems.
- District procedures, operations, and issues.
- Board meeting process and protocol.
- State filing requirements for conflict of interest forms.
- Applicable federal, state, and local laws, codes, and regulations.
- Methods and techniques for record keeping and report preparation and writing
- Automated spreadsheet programs and word processing programs.

- Methods and techniques of scheduling work assignments.
- Methods and techniques for record keeping and report preparation and writing.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Maintain confidentiality in handling and processing confidential information and data.
- Operate standard office equipment including a computer and variety of word processing and software applications.
- Type, proofread, transcribe notes, and organize into a standard format for minutes.
- Deal with sensitive and political issues.
- Work with accuracy and speed to meet strict deadlines.
- Perform mathematical calculations quickly and accurately.
- Understand, explain, and apply applicable laws, codes, and regulations, including District regulations.
- Read, interpret, and record data accurately
- Work independently and as part of a team.
- Meet the public in situations requiring diplomacy and tact.
- Make sound decisions within established guidelines.
- Analyze complex issues and develop and implement appropriate responses.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Read, interpret, and record data accurately.
- Compile and review information; prepare records and reports.
- Use initiative and exercise independent judgment.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to the completion of twelfth (12<sup>th</sup>) grade and five (5) years of increasingly responsible administrative support experience, including experience working with a board of directors and the preparation of agendas and minutes. An Associate's degree or Bachelor's degree in business administration or a related field may substitute for two (2) years of the required experience.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate

in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.