



## Job Description (revision)

**Title:** Executive Assistant  
**Dept:** Administration  
**Status:** Non-Exempt

**Job Code:** N/A  
**Starting wage:** \$18/hour  
**Date:** 2016

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### **JOB SUMMARY** *(brief statement and purpose of the job)*

The Executive Assistant will serve in the capacity as the assistant to the General Manager. The Executive Assistant will perform advanced administrative assignments, functioning as a management assistant and supporting role to the General Manager. At this level, the employee has increased responsibility in such areas as interpreting policies and procedures serving as liaison to staff and higher-level management, researching and preparing materials for managerial decisions, and participating in other management assistant activities. This position is also responsible for preparation of documents, meeting materials, scheduling and coordinating meetings. This position is also known as the board clerk. This position requires a flexible schedule and some evening and weekend work will be required.

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**ESSENTIAL JOB FUNCTIONS** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

#### **ASSISTANT DUTIES**

- Serve as the Assistant to the General Manager (ie: phone calls, messages, email correspondence, managing appointments)
- Attends community meetings as a District representative to further community relations
- Assist General Manager with public relations and building agency relationships
- Open and distribute District mail according to District procedure
- Assist other departments when needed as directed by the General Manager (i.e. maintenance, recreation, gymnastics, preschool, administration, etc.)
- Assist General Manager in managing day to day operations of the District
- Ordering of office supplies and janitorial supplies for the Activity Center

#### **BOARD CLERK DUTIES**

- Serve as the Clerk to the Board of Directors
- Attend all Board of Directors meetings
- Ensure the timely preparation and distribution of materials (e.g., requests, agendas, schedules, notices, resolutions, etc.) for Board and Board Committee meetings, consistent with Board approved bylaws and procedures (e.g., via web)
- Ensure the District is compliant with the Brown Act
- Keeps all official records of Board activities (minutes of proceedings, resolutions, etc.), and ensures they are available externally as appropriate (e.g., via web)

Executive Administrator

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- Responsible for the arrangement and set-up of District meetings

#### SUPERVISOR DUTIES

- Oversight of Rental and Event budgets.
- Oversight "Team Leader" of, Customer Relations Specialists personnel.
- Direct supervision and training of Marketing Specialist position.
- Conduct staff meetings and trainings with direct staff
- Review weekly activities with direct staff
- Management of rental contracts, public event contracts, and vendor contracts
- Manage, track and work to better customer service of the District
- Recruits volunteers and manages District volunteer programs

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#### REQUIRED KNOWLEDGE AND SKILLS:

- Minimum typing skills 50 wpm, prefer 64 wpm.
- Proficient with Microsoft Office programs
- Graphic design and/or marketing experience
- General computer proficiency required
- Must be able to learn other computer programs quickly and efficiently
- Strong organizational and administrative skills
- Ability to work with diverse groups of people
- Skilled in researching and implementing new strategies and procedures to increase efficiency and effectiveness
- Skilled in time management to meet strict timelines
- Skilled in organizing workload independently and set priorities; to adapt quickly to those changing priorities; and perform multiple interrelated tasks under deadline pressures
- Skilled in maintaining accurate records and remaining detail-oriented
- Skilled in preparation of reports and presentations
- Skilled ability to communicate clearly and effectively, both orally and written

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#### EDUCATION, CERTIFICATIONS AND LICENSES: *(Minimum education and experience to perform the job)*

- Associates Degree in Business Administration preferred and/or any combination of education and work experience as determined by General Manager
- Minimum 3 years of administrative experience
- A valid California class 'C' driver's license and satisfactory driving record required

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#### ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential*

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*functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.*

- May be required to lift and carry items up to 40 pounds
- Ability to sit at a desk and in meetings for extended periods of time
- Must be able to stand, walk, see, hear and communicate with the sufficient acuity to successfully perform all aspects of the job
- Perform simple grasping and fine manipulation, dexterity and frequent handling of papers
- There will be some bending, kneeling and overhead reaching
- Ability to use telephone and write or use keyboard to communicate through written means

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#### **ADDITIONAL INFORMATION**

**Reports To:** General Manager  
**Direct Reports:** Customer Relations Specialist Marketing Specialist,  
**External Contacts:** Board of Directors, Community groups, media, etc.

Executive Administrator \_\_\_\_\_

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