VALLEY CENTER MUNICIPAL WATER DISTRICT
invites applications for the position of
Executive Assistant / Secretary to the Board

STARTING SALARY RANGE: $83,027.36 - $91,330.70
*For complete salary and benefits information, please contact Human Resources at (760) 735-4525.

OPENING DATE: September 1, 2020
CLOSING DATE: September 25, 2020

SUMMARY
The District is seeking a qualified candidate to fill the position of Executive Assistant/Secretary to the Board. Under direction of the General Manager, incumbent performs varied, difficult and confidential office administrative and secretarial support to the Board of Directors, the General Manager and District administrative staff involving the use of considerable discretion, initiative and independent judgment.

KEY DUTIES AND RESPONSIBILITIES
Compiles and prepares data, reports, agendas, and supporting materials for Board of Director meetings. Prepares notices of adjourned and special meetings, hearings, and other legal notices for posting and/or publication. Serves as a confidential secretary to the Board of Directors and General Manager. Maintains calendars for the General Manager; coordinates, arranges and confirms meetings; attends meetings and takes minutes; transcribes notes, and prepares and distributes minutes as required; screen requests for appointments; creates and maintains event calendars. Reviews, proofreads and edits agenda items for board meetings and meetings; maintains department files for board agenda materials; serves as keeper of records; provides information to department directors and managers on pending board matters, District projects and assignments and a variety of other matters. Assists and provides backup to other administrative support staff. Prepares or directs the preparation of complex and sensitive correspondence from oral instruction or handwritten copy; initiates routine correspondence in accordance with established policy; types complex reports, documents, or other materials; compiles and types reports from a variety of sources; facilitates transmission to other offices and agencies.

Performs a variety of clerical tasks including: establishing and/or maintaining filing and retrieval systems for inter-related files and records; typing, sorting, filing, proofreading, editing and processing a variety of documents; taking dictation and transcribes notes. Assists the General Manager with a variety of administrative tasks using discretion and independent judgment in accordance with general direction; conducts research and provides recommendations regarding project activity; monitors and maintains reporting schedules and performs follow-up; schedules meeting and makes arrangements for special events in accordance with established criteria. Assists General Manager and Board in District compliance with elections, apportionment of election divisions, conflict of interest code, open meeting laws (Brown Act) and reporting requirements; maintains critical deadlines and coordinates activities with those of other District staff to assure compliance. (A more detailed job description can be found on the District’s website http://www.valleycenterwater.org/Jobs).

QUALIFICATION GUIDELINES
Knowledge of: Office administrative and management practices and procedures; District organization, rules, policies and procedures; basic functions, organization and requirements of local government; state election laws, conflict of interest codes, the Brown Act, provisions of the Best Management Practices
Ability to: Type; take dictation by hand or machine and transcribe accurately; operate a computer and word processing and other standard office software applications; provide assistance and effectively work with more than one top-level manager; use tact, discretion and prudence in establishing and maintaining effective working relationships with government officials, representatives of business and community organizations, the public and District staff; organize work, set priorities and follow up assignments with minimal supervision; and, perform duties effectively, meet deadlines and maintain attention to detail despite frequent interruptions.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education: A combination of experience, training, and major course work from an accredited college or university in Public Administration, Business Administration, or a related field.

Experience: A minimum of four years of experience providing complex administrative support to executive or department head level staff or elected officials as a Senior Administrative Assistant, or its equivalent in other organizations; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Licensing Requirements: California Class C Driver’s License; California Notary Public Certificate Commission, or ability to obtain it within six months.

PHYSICAL DEMANDS & WORK ENVIRONMENT

Physical Demands: While performing the duties of this job, an incumbent is regularly required to sit; talk or hear, both in person and by telephone; and use hands repetitively to operate, finger, handle or feel office equipment; and reach with hand and arms. Employees are frequently required to stand and walk and occasionally lift up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment: The Incumbent is not substantially exposed to adverse environmental conditions. Work is performed mostly in office settings. The noise level is usually quiet to moderate.

APPLICATION PROCEDURE

A District Application is required for consideration for this position and is available online at www.valleycenterwater.org or at our District office located at 29300 Valley Center Road, Valley Center. Office hours are 7:00am to 4:30pm Monday – Thursday and 7:30am to 4:00pm on Friday. Resumes will not be accepted in lieu of a completed District application. Please direct any questions to John Marchetta at (760) 735-4525.

The provisions of this notice do not constitute an expressed or implied contract. Any provision in this notice may be modified or revoked without notice. Persons selected for employment will be required to take, and pass, a pre-employment physical, drug screen and background check. They will also be required to present documents establishing qualifications, personal identity and the legal right to work in the United States.

The District makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the interview process, they should state their needs when invited to participate in an oral panel interview. Valley Center Municipal Water District is an Equal Opportunity Employer.